OALCF Task Cover Sheet

Task Title: Finding Information

Learner Name:					
Date Started:	Date Completed:				
Successful Completion: Yes No					
Goal Path: Employment Apprenticeship_	Secondary School √ Post Secondary Independence				
Task Description:					
To understand the layout and use of a textbook.					
Competency:	Task Group(s):				
A: Find and Use Information	A1: Read continuous text				
B: Communicate Ideas and Information	A2: Interpret documents				
	B2: Write continuous text				
Level Indicators:					
A1.1: Read brief texts to locate specific details					
A1.2: Read texts to locate and connect ideas and information					
A1.3: Read longer texts to connect, evaluate and integrate ideas and information					
A2.2: Interpret simple documents to locate and connect information					
B2.1: Write brief texts to convey simple ideas and factual information					
Performance Descriptors: see chart on last page					
Materials Required:					
Dictionary					
 Any textbook and "The Methods of Science 3" textbook 					
Pen and Paper					

Task Title: Finding Information

Learner Information and Tasks

In this task you will learn how to find information in a dictionary and a textbook. You will understand the terminology for different parts of the book.

Task 1: Using a dictionary, locate and record the definitions for:

Spine

Title Page

Table of Contents

Preface

Appendix - include the plural forms of appendix

Glossary

Index

ISBN

Task 2: Using any textbook, locate where the following information is found in the textbook.

Name of the book

Name of the Author

Publisher's name

Most recent date of publication

Location the book was published

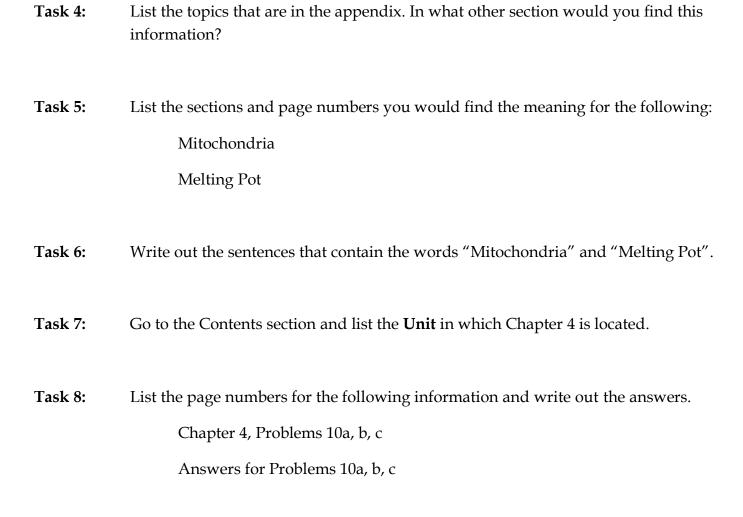
Using the textbook "The Methods of Science 3", complete the following tasks

Task 3: List the page numbers where the following sections are located in the textbook.

Preface Appendix

Contents Glossary

Introduction Index



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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	reads short texts to locate a single piece of information			
	 decodes words and makes meaning of sentences in a single text 			
	follows the sequence of events in straightforward chronological texts			
	follow simple, straightforward instructional texts			
	identifies the main idea in brief texts			
	 requires support to identify sources and to evaluate and integrate information 			
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	reads more complex texts to locate a single piece of information			
	obtains information from detailed reading			
A1.3	uses organizational features, such as headings, to locate information			
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			

This task was: successfully completed needs to be tried a Learner Comments	gain	
uses highly familiar vocabulary		
uses sentence structure, upper and lower case and basic punctuation		

• demonstrates a limited understanding of sequence