



Task-based Activity Cover Sheet

Task Title: Follow a flow chart to learn the steps in the Amazon book order process

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: Learner will use a flowchart to follow the process of an Amazon book order	
Competency: A: Find and Use Information	Task Group(s): A2: Interpret documents
Level Indicators: A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information	
Performance Descriptor: see chart or click here	
Skill Building Activities: see last page or click here	
Materials Required: <ul style="list-style-type: none">• Pen, pencil, paper• Attached Amazon book order process flowchart	
ESKARGO: Reading Strategies – Decoding and Comprehension Enhancement <ul style="list-style-type: none">• Manages unfamiliar elements (vocabulary, context, topic) to complete tasks• Uses knowledge of vocabulary and sight words related to specific to flowcharts to obtain meaning Forms and Conventions – Find Information/Research/Understand Types of Texts <ul style="list-style-type: none">• Uses layout to locate information• Uses various conventions of flow charts to obtain meaning• Uses organizational features, such as headings, to locate information• Performs complex searches using multiple search criteria Comprehension – Read to Understand/Retell <ul style="list-style-type: none">• Identifies the purpose and relevance of documents Attitudes: Practitioner, We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



Task Title: Follow a flow chart to learn the steps in the Amazon book order process

Learner Information and Tasks:

Flow charts are often used by companies to help their customers understand the steps in a process that might be difficult to follow. Look at the “Amazon Book order Process”.

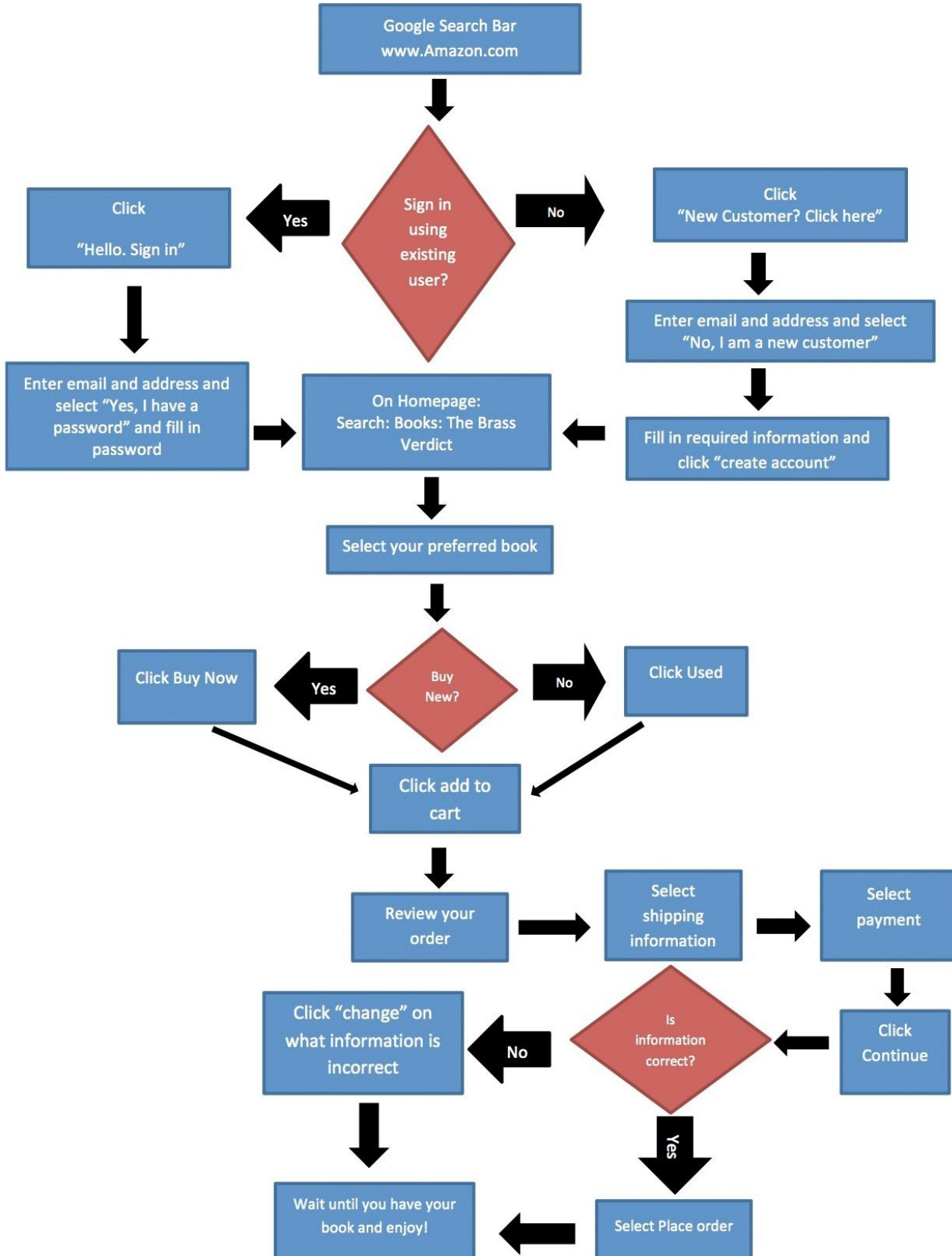
Task 1: What will you click if you are not an existing Amazon user?

Task 2: What search criteria will you use when searching for a book?

Task 3: Which choice do you need to make directly after you have selected your preferred book?

Task 4: What will you click if you notice your address information is incorrect after selecting payment?

Amazon Book order Process





Task Title: Follow a flow chart to learn the steps in the Amazon book order process

Answer Key

Task 1: What will you click if you are not an existing Amazon user? **New Customer**

1. Follow flowchart to “Sign in using existing user?”
2. “No”
3. Click “**New Customer? Click here**”

Task 2: What search criteria will you use when searching for a book? **Books**

1. Follow flowchart to “On Homepage: Search: **Books: The Brass Verdict**”

Task 3: What choice do you need to make directly after you have chosen your preferred book?
New or Used

1. Follow flowchart to “Select your preferred book”
2. “Buy New?”
3. “Yes” or “No”
4. **Choose New (buy now) or Used**

Task 4: What will you click if you notice your address information is incorrect after selecting payment? **Click “change” on address information**

1. Follow flowchart to “Select payment”
2. “Click Continue”
3. “Is information correct?”
4. “No”
5. Click “change” on the what the information is incorrect



Task Title: Follow a flow chart to learn the steps in the Amazon book order process

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.3	<ul style="list-style-type: none"> performs complex searches using multiple search criteria 			
	<ul style="list-style-type: none"> manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks 			
	<ul style="list-style-type: none"> integrates several pieces of information from documents 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> identifies the purpose and relevance of documents 			
	<ul style="list-style-type: none"> makes inferences and draws conclusions from information displays 			
	<ul style="list-style-type: none"> identifies sources, evaluates and integrates information 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to Online Resources:

Skill Plan's, "Measure Up" - <http://www.skillplan.ca/measure-up> , (select "English", "Choice of Activities", "Practice", "Document Use", and "Graphics including graphs, maps, symbols, pictures") – practice locating details and performing multiple searches in specialized documents that use a mix of graphics and text

GCF LearnFree – "Everyday Life" - <http://www.gcflearnfree.org/everydaylife/edlall> – play games ("Bus Map", "Subway Map", "Fire Plan") to practise reading graphical representations of information

<https://www.youtube.com/watch?v=hN9xemJYwos> – video explains how to read and draw simple flow charts, and explains their use for describing organizational processes

LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner after assessment)**
 - Reading Level 2, Assignment 1
 - Reading Level 3 Assignment
 - Ready for College Reading, Assignment 3

*all assignments teach strategies for managing unfamiliar elements in texts, using layout to locate details, using pictures to aid comprehension, making inferences, and asking and answer questions while reading
- **Essential Skills Independent Study (assigned by practitioner after assessment)**
 - Document Use Level 1, Assignment 2 (reading charts, graphs, tables, and flowcharts)
 - Document Use Level 2, Assignment 2 (more on charts, graphs, and tables)
 - Document Use Level 3, Assignment 1 (reading complex flowcharts)
- **Live Classes (SABA)** – GED Social Studies, Parts 1-3; GED Science, Parts 1-3 (classes provide strategies for understanding questions with graphical information)

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>