



Task-based Activity Cover Sheet

Task Title: Make a Suggestion

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment Apprenticeship Secondary School ✓ Post Secondary ✓ Independence	
<b>Task Description:</b> Make a suggestion to improve the learning environment and provide rationale for the suggestion.	
<b>Competency:</b> B: Communicate Ideas and Information	<b>Task Group(s):</b> B1 Interact with others
<b>Level Indicators:</b> B1.2: Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions	
<b>Performance Descriptors:</b> see chart <a href="#">or click here</a>	
<b>Skill Building Activities:</b> see last page <a href="#">or click here</a>	
<b>Materials Required:</b> •	
<b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Speaks or signs clearly in a focused and organized way</li><li>• Provides specific, detailed information or instructions to familiar individuals</li><li>• Makes a case to a familiar person</li><li>• Shows awareness of various types of interactions including sharing ideas and information, exchanging opinions and explaining and discussing ideas</li></ul>	
<b>Attitudes:</b> 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	



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**Learner Information and Tasks:**

There is a blank wall in the kitchen of the Adult Learning Centre. There is money in the budget (up to \$150.00) to buy something to hang there.

**Task 1:** Think of something that could go on the wall in the kitchen to improve the learning centre. Explain your ideas and your reason why this would be a good purchase to your tutor or practitioner.



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**Answer Key**

**Task 1:** The learner should come up with an idea such as corkboard, white board, picture, bookshelf, calendar or anything else reasonable. Their explanations will vary but should answer the “why” question and should be explained clearly. Some explanation samples are:

**Corkboard:** can post upcoming events, business cards, samples of students’ work

**Whiteboard:** can be used for many functions such as using magnets, using markers, can give information, students can even write stuff themselves

**Picture:** will make the kitchen look nice, could have inspirational sayings

**Bookshelf:** could put books for students to read during break time or lunchtime.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B1.2	<ul style="list-style-type: none"> <li>shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences</li> </ul>			
	<ul style="list-style-type: none"> <li>demonstrates some ability to use tone appropriately</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to maintain communication, such as encouraging responses from others and asking questions</li> </ul>			
	<ul style="list-style-type: none"> <li>speaks or signs clearly in a focused and organized way</li> </ul>			
	<ul style="list-style-type: none"> <li>rephrases to confirm or increase understanding</li> </ul>			
	<ul style="list-style-type: none"> <li>uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)</li> </ul>			

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature



## Skill Building Activities

### Links to Online Resources:

<https://www.youtube.com/watch?v=hRvVmO5Vc4E> – video on how to make suggestions

<https://www.youtube.com/watch?v=iHQmjhXrMDM> – video on how to make suggestions, start at minute 0.43

<http://www.skillsyouneed.com/ips/groups.html> - information on working in groups and how to be an effective speaker and listener

<http://www.skillsyouneed.com/ips/improving-communication.html> - learning to communicate well

### LearningHUB online courses available:

- **Essential Skills, Independent Study (assigned by practitioner after assessment)**
  - Communications Assignment #2 (Small Group Communication)
- **Independent Study, Short Courses (assigned by practitioner after assessment):**
  - Learning to Communicate Using the Internet and E-mail
  - Customer Service Essentials
  - Conflict Resolution Skills and Strategies
- **Live Classes (SABA) :**
  - Essential Skills 101

**\*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](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>