



Task Title: Photocopier Instructions

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Explain to a coworker how to use a photocopier and answer their questions.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1

Materials Required:

- Access to a photocopier with paper and an original copy to photocopy
- A second learner (or practitioner) who can be shown how to use the photocopier

Task Title: PhotocopierInstructions_E_B1.1

Learner Information

You have been shown how to use the photocopier in your office.

Your fellow learner does not know how to use the office photocopier. You will now teach them how to use the office photocopier for simple tasks.

Work Sheet

Task 1: Explain and show how to check to see if the photocopier is awake, and if not, how to turn it on.

Answer: Task completed orally. Yes No

Task 2: Explain and show how to load the paper.

Answer: Task completed orally. Yes No

Task 3: Explain and show how to photocopy an original document.

Answer: Task completed orally. Yes No

Task 4: Explain and show how to make three copies.

Answer: Task completed orally. Yes No

Task Title: PhotocopierInstructions_E_B1.1

Task 5: Explain and show how to make a double-sided copy.

Answer: Task completed orally. Yes No

Answers

Answers will vary. When one person is teaching another, their conversation will be along these lines, covering the points relevant to the particular machine being used for the tasks. Their conversation, obviously, will not be word for word. If they are successful, their co-worker will be able to produce the requested documents.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	conveys information on familiar topics			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	gives, short, straightforward instructions or directions			
	speaks or signs clearly in a focused and organized way			
	repeats or questions to confirm understanding			
	uses and interprets non-verbal cues			

Task Title: PhotocopierInstructions_E_B1.1

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
