



Task Title: Speaking up at Work

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Workers sometimes find themselves in work situations where they have to speak up for themselves. In this task, the learner will read and reflect upon a fictional work scenario.

Competency: A: Find and Use Information, B: Communicate Ideas and Information

Task Groups: A1: Read continuous text, B2: Write continuous text

Level Indicators:

- A1.2: Read texts to locate and connect ideas and information
- B2.2: Write texts to explain and describe information and ideas

Performance Descriptors: See chart on the last page

Materials Required:

- Pen/pencil and paper (or computer if typing the answers)
- 'Taking Credit for Someone Else's Work' case scenario

Task Title: SpeakingUpAtWork_E_A1.2_B2.2

Instructor preparation: Provide the learner with the 'Taking Credit for Someone Else's Work' case scenario. Provide writing instruments or a computer for completing the tasks.

To change this task into "Interact with Others" B1.2, you can have them discuss the answers in a group or with an instructor. This can be done instead of writing the answers or as an extra after working independently. The tasks can then lead to the learner being given a chance to revise their answers from thoughts within the discussions. The discussions and potentially the re-writes would also represent "F. Engage with Others"

Taking Credit For Someone Else's Work

Case Scenario

Cameron has just started a new job at a manufacturing plant that assembles car parts. He has completed the training and has been placed on an assembly line with four other men. One day the foreman has a team meeting to discuss how the assembly line can work better together.

The foreman asks Cameron and his co-workers to come up with ideas and present them at the next meeting. Cameron has noticed that when breaks are staggered it wastes a lot of time because the line is slowed down four different times. He thinks it would be more efficient if everyone took a 15-minute break at the same time. He feels shy and intimidated to bring this up because he is new on the job. He doesn't want to seem like a know-it-all so he keeps the idea to himself.

The next day, when the first person takes their break, Cameron casually mentions to Roger, one of the other men on the line, that it might be better if everyone took their breaks at the same time. Roger replies, "This is the way it has always been done."

At the next meeting with the foreman, Roger makes the suggestion that Cameron mentioned to him. For the next week, the group tries taking their break all at the same time, and sure enough productivity increases. The foreman thanks Roger at the next team meeting and he is rewarded with a gift certificate to a local restaurant for coming up with an innovative idea.

Learner Information

Workers sometimes find themselves in work situations where they have to speak up for themselves. Read the 'Taking Credit for Someone Else's Work' case study and complete the tasks.

Work Sheet

Task 1: How should Cameron approach this situation with the foreman?

Answer:

Task 2: What should Cameron say to Roger?

Answer:

Task 3: What, if any, blame should Cameron personally take for what happened?

Answer:

Task 4: Describe a time when something like this has happened to you or to someone you know. What was the outcome?

Answer:

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Makes low-level inferences			
A1.2	Makes connections between sentences and between paragraphs in a single text			
A1.2	Follows the main events of descriptive, narrative, and informational texts			
A1.2	Obtains information from detailed reading			
B2.2	Writes texts to explain and describe			
B2.2	Conveys intended meaning on familiar topics for a limited range of purposes and audiences			
B2.2	Uses limited range of vocabulary and punctuation appropriate to the task			

Task Title: SpeakingUpAtWork_E_A1.2_B2.2

Performance Descriptors 2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
