



## OALCF Task Cover Sheet

**Task Title:** Write how-to instructions

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
<b>Task Description:</b> The learner will write step-by-step directions to describe a task to be completed.	
<b>Competency:</b> B. Communicate ideas and information	<b>Task Group(s):</b> B2. Write continuous text
<b>Level Indicators:</b> B2.2: Write texts to explain and describe information and ideas	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and paper</li><li>• Dictionary and/or thesaurus</li></ul>	

**Task Title:** Write how-to instructions

**Learner Instructions:**

People often need to write step-by-step instructions to describe how to complete a task for another person at work, at home and in the community.

You are going away on vacation for two weeks and want to leave written instructions for a family member or friend while you are away. This person has never done the task you are describing.

**Task 1:** Choose one of the following activities which you could describe to someone else:

- a. How to cook a roast
- b. How to change the oil in your car or change a tire
- c. How to program your VCR/DVD player/PVR
- d. How to start your lawn mower
- e. How to start a fire in your fireplace
- f. How to transplant a seedling
- g. How to do the laundry
- h. How to freeze vegetables from your garden
- i. How to feed your pet

**Task 2:** Write a rough draft of step-by-step instructions to complete the activity.

- Your instructions should include at least three steps.
- You should include as much detail as possible.
- You may include a drawing or diagram if you think that would be helpful.
- You should write the directions in point form.

**Task 3:** Review and make any changes that will make your directions easier or clearer to follow.

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
B2.2	<ul style="list-style-type: none"><li>• writes texts to explain and describe</li></ul>			
	<ul style="list-style-type: none"><li>• conveys intended meaning on familiar topics for a limited range of purposes and audiences</li></ul>			
	<ul style="list-style-type: none"><li>• begins to sequence writing with some attention to organizing principles (e.g. time, importance)</li></ul>			
	<ul style="list-style-type: none"><li>• uses limited range of vocabulary and punctuation appropriate to the task</li></ul>			
	<ul style="list-style-type: none"><li>• begins to select words and tone appropriate to the task</li></ul>			
	<ul style="list-style-type: none"><li>• begins to organize writing to communicate effectively</li></ul>			

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

<b>Learner Comments</b>

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

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