



Task-based Activity Cover Sheet

Task Title: Write a “to-do” list

<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> Write a “to-do” list	
<b>Competency:</b> B Communicate Ideas and Information	<b>Task Group(s):</b> B3 Complete and Create Documents
<b>Level Indicators:</b> B3.1a: Make straightforward entries to complete very simple documents	
<b>Performance Descriptors:</b> see chart on last page <a href="#">or click here</a>	
<b>Links to skill building activities:</b> see the last page <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen</li><li>• Paper or template</li><li>• Sample “to-do” list (attached)</li></ul>	
<b>ESKARGO:</b> B3.1: Skills and Knowledge Required for Successful Task Performance Completes Documents <ul style="list-style-type: none"><li>• Makes entries using familiar vocabulary</li><li>• Prints and writes legibly</li><li>• Enters information accurately in the appropriate place</li></ul> Creates Documents <ul style="list-style-type: none"><li>• Follows conventions to display information in lists, labels, simple forms, signs (e.g., images support the message, text is legible)</li><li>• Includes titles where required</li><li>• Writes a short list using familiar words</li></ul> Attitudes:	



## Prepared for: Cementing Integration Project – QUILL Learning Network 2015

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;

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Write a “to-do” list

**Learner Information and Tasks:**

“To-do” lists are used to remember a list of tasks. A “to-do” list might be used at work to remember tasks you must complete, at school to remember steps needed to complete homework assignments, or at home to remember items and errands needed to get ready for an event. Often, a space or box is placed beside each item so that the user can check off the item once it is complete. Look at the sample “to-do” list.

Choose a task you need to complete. For example, perhaps you need to plan a staff meeting, write an essay or assignment, or plan a child’s birthday party. You can use one of these examples or choose your own task.

**Task 1:** Using the template provided, write a “to-do” list for a number of items you need to remember (at least 3 items) in order to finish your chosen task.



Sample “to-do” list:

## **“To-do” list for planning the club pot-luck lunch:**

- Decide on the date and time for the pot-luck lunch for the club**
- Call the club manager to book the space for the pot-luck lunch**
- Make e-invitation for the pot-luck lunch, with the date and time**
- Email the invitation to the club members**
- Buy paper plates, cups, and napkins**
- Buy box of chocolates for a door prize**
- Buy banana bread ingredients**
- Borrow loaf pan from Francie**
- Bake the banana bread**
- Make door prize tickets**
- Pack items for lunch in rolling suitcase**
- Go to the lunch ½ hour early to set up tables and chairs**



# Things To Do For \_\_\_\_\_

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Task Title: **Write a “to-do” list**

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.1a	<ul style="list-style-type: none"><li>• makes entries using familiar vocabulary</li></ul>			
	<ul style="list-style-type: none"><li>• makes a direct match between what is requested and what is entered</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:

5 Steps to Writing a To Do List

<http://www.wikihow.com/Make-a-To-Do-List>

Practice forms (PDF's)

[http://en.copian.ca/library/learning/ciwa/health\\_talk/7\\_filling\\_out\\_forms/7\\_filling\\_out\\_forms.pdf](http://en.copian.ca/library/learning/ciwa/health_talk/7_filling_out_forms/7_filling_out_forms.pdf)

[https://esl-literacy.com/sites/default/files/ABC-employment%20literacy\\_0.pdf](https://esl-literacy.com/sites/default/files/ABC-employment%20literacy_0.pdf)

<http://www.mcedservices.com/litex/litex.htm>

### LearningHUB online courses available:

- **Essential Skills, Independent Study** – Document Use Assignment 1 (assigned by practitioner following assessment)
- **Live Classes (SABA)** – Filling In Forms

\*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%2023,%202014%20revision.pdf>