

Task Writing Checklist

This checklist summarizes some points to consider when writing tasks.

Task phrasing:

- Task is authentic. The worker uses the document in this way on the job.
- Task wording is clear and brief.
- Task wording is appropriate for the difficulty level of the requested information.
- Tasks are varied. Use combinations of How, What, Where, Name, etc.

Task order:

- Task starts with an orientation (a getting-to-know this document) task.
- Tasks are ordered from least difficult to most difficult.
- Tasks are independent of each other. A correct answer in one task is not required to answer another task.

Responses:

- Requested response is how the worker would complete the task.
- Requested response modes are varied. (highlight or underline, enter information, enter the answer)
- Tasks request open-ended responses, NOT yes or no answers.

Other:

- Tasks avoid specifying gender.
- Tasks are written in the active, not passive, voice.
- Tasks have names, phone numbers, and addresses that retain authenticity.