

Exercise 2: Worker Focused Tasks Worksheet

Compare questions in the left column with questions in the right column. Why are the questions in the left column not worker focused? Discuss your answers or write your answers on another sheet of paper.

Not worker-focused	Worker-focused
1. What is the title of this document?	What is the purpose of this form?
2. In the box listing medical conditions, what are the 3 types of allergies indicated?	Highlight, underline or circle the section of the form where the secretary enters information about the student's allergies.
3. Identify what must be 50 feet from the main building.	Where should construction sheds be located?
4. A truck driver's load of televisions and stereos weighs 1500 kg. The televisions weigh 750 kg. How much do the stereos weigh?	Drivers need to comply with weight restrictions. The truck weighs X kg without a load. Calculate the gross vehicle weight.
5. What policy number do you enter into the computer?	What policy number does the clerk enter into the computer?
6. Name the 5 flavours that are embodied in the taste of this wine.	Servers are sometimes asked to describe the taste of wine. Highlight, underline or circle the section that has this description.