

# Task-Based Activity Development

## Developing Task-based, Authentic Learning Activities for OALCF Paths

### Part Two

Translated into ASL by:

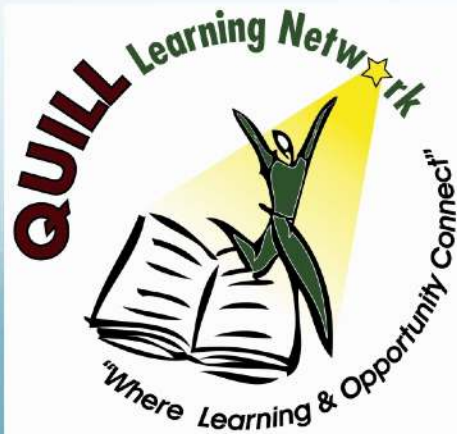
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# Part 2 Agenda

- Characteristics of a good document
- Level the task not the document
- What's good?
- How to find documents for specific paths

Adapted from 'Developing Work-Related Learning Materials'. SkillPlan BC 2007 Essential Skills Workshop", Jane Tuer and Through the Worker's Eyes, 2009

# Three Step Process

Step 1: Collect Documents

Step 2: Develop Focused Learning Activities

Step 3: Control Instructional Focus, Complexity



## Step 1: Collect Documents

- Talk to people
- Go to different workplaces, schools, websites, etc
- Set up an interview
- Explain the purpose of collecting documents
- Review Essential Skills Profiles to get some ideas

# Characteristics of good documents\*

1. Authentic
2. Well-written and well-designed
3. Visually interesting
4. Useful for replicating several real-life tasks
5. Typically used in real-life (generic)
6. Comply with current standards (i.e. First Aid)
7. Integrate different Essential Skills/OALCF competencies

# Avoid documents that are:

- Too technical - choose only if typical to the job or typically used in the pathway
- Several pages long - choose specific sections equal to one page
- Gender or culturally biased
- Bilingual on the same page - this adds level of difficulty for learner

# Document Checklist\*

- ✓ Information is displayed in typical format
- ✓ Satisfies the instructional purpose
- ✓ Is visually interesting, Canadian content
- ✓ Contains enough info to allow someone not familiar with the job to use it
- ✓ Has potential for reading, writing, document use and/or numeracy tasks
- ✓ Is authentic
- ✓ Has minor errors such as misspelling corrected
- ✓ Permission received by employer to use; approval given/names changed if needed

# Webinar Exercise: Is this a good document?

Let's review the strengths and weaknesses of each document (A, B, C).

These document are all from SkillPlan BC.

Take a few minutes to review the documents and complete the Exercise 1: Choosing Workplace Documents Worksheet.



### Exercise 1: Document A

Items for purchase each month

- \*lined paper, 12 packs
- \*10 binders
- \*pack of pencils
- \*pack of black or blue ink pens
- \*4 packs of coloured copy paper - green, blue, yellow, purple, pink
- \*file folders, legal
- \*pack of dry erase markers (gray with white end)

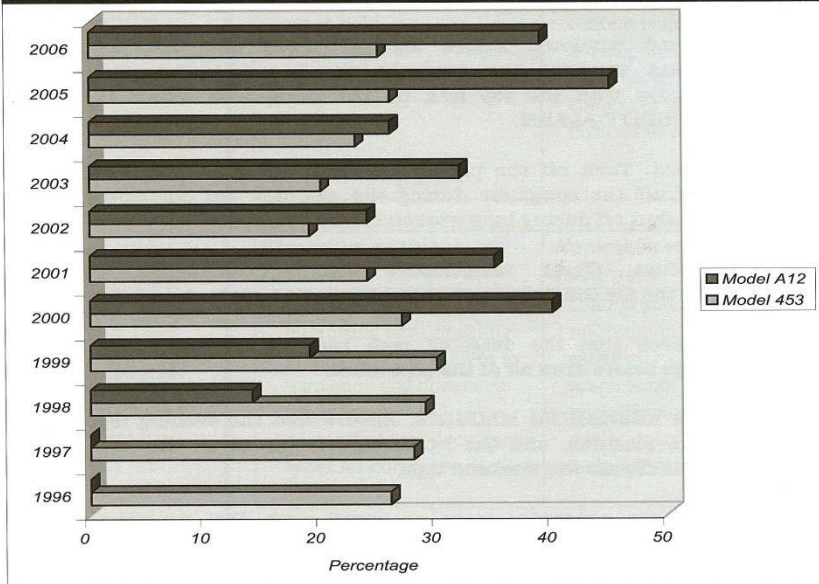
On the last Thursday of each month, check the supplies. May change the amount ordered each month as needed.

## Exercise 1: Document B

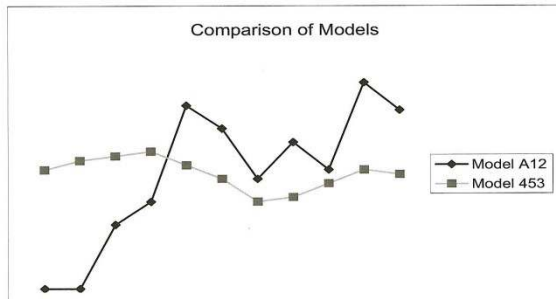


### Sales over the past decade

#### COMPARISON OF MODEL 453 AND MODEL A12



Model A12, launched in 1998, is showing increased popularity over our classic Model 453.



**EMPLOYEE HANDBOOK**  
**EVENING OFFICE SHUT DOWN PROCEDURE**

**NOTE: THIS PROCEDURE MUST BE PERFORMED EVERY EVENING AFTER THE LAST EMPLOYEE LEAVES THE OFFICE FOR THE DAY. THERE HAVE BEEN SEVERAL RECENT BREAK-INS IN THE BUILDING, SO LOOKING UP IS EXTREMELY CRUCIAL.**

**Doors and windows.** Before leaving, check that the back doors and windows are properly closed and locked. Take special care with the top lock on the front door. **TURN ON THE SECURITY ALARM.**

**Equipment.** Turn off the photocopier and the computers. You may log off the computer during the weekday but computers must be shut off during long weekends and holidays.

**Temperature.** Check temperature settings before leaving. Turn off the air conditioner or heater at the end of the day.

**Mail.** Check that the outgoing mail has the correct amount of postage before drop off at the post office.

**SET THE ANSWERING MACHINE.** Ensure that the evening tape is in the machine, and the lunch tape is placed in the case. **ON FRIDAYS, use the weekend tape.**

If there are concerns, leave an email with the supervisor of the **FOLLOWING WORK DAY**, or leave a memo on the message board in the staff kitchen area. Concerns include messenger parcel pick up, maintenance follow up for problems such as burnt out lights, or general Client Call Back. For other types of follow up, please see the Handbook section on shift exchange, vacation and sick leave.

**WORKING IN THE EVENINGS OR ON THE WEEKENDS**

**NOTE for new employees**

Employees who work past 5:00 in the evenings or during the day on the weekends must inform the front desk. Be aware that building security will be checking in at regular intervals and may ask for employee identity cards, even if

# Finding authentic documents

- Where can you find authentic documents for any of the pathways?