

## Horticulture/Landscaping Assignment I

# Not in Working Order

- Form filling
- Giving information

### Assignment Summary

In this assignment, the learner will

- fill in forms
- write short sentences
- work with a simple checklist.

### Prior Knowledge

- **Essential Skills**
- **LBS Levels**
- Basic form filling
- Basic use of checklist

### Teaching Planning Notes

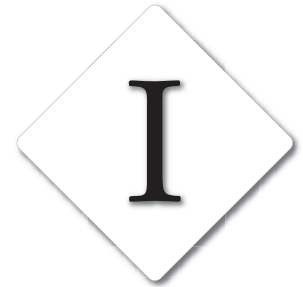
- Use “Equipment Work Order” form and “Truck Knapsacks” form

With learner

- Review form filling
- Teach any unfamiliar vocabulary on both forms

### Achievement Indicators

- Fills in form
- Completes checklist
- Writes short explanation
- Transfers information to appropriate place
- Identifies learning on self-achievement chart



#### FOCUS ON LEARNING

##### ESSENTIAL SKILLS

	Complexity Levels				
	1	2	3	4	5
Reading Text		■			
Document Use		■	■		
Writing		■			
Thinking Skills		■			

##### LITERACY AND BASIC SKILLS

	LBS Levels				
	1	2	3	4	5
<b>Communication</b>					
Read with Understanding			■	■	■
Write Clearly		■			
<b>Numeracy</b>					
Number Sense and Computation		■			
Manage Data and Probability		■			
<b>Self-Management and Self-Direction</b>					
Concentration and Memory					
Problem Solving					
Self-Assessment					
Thinking Skills					
Time Management and Organization					



## Ontario Curriculum Linkages

### English, Grade 11, College Preparation (ENG3E)

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#### Literature Studies and Reading – Overall Expectations

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- LSV.01 – read and demonstrate an understanding of a variety of informational and literary texts from Canada and other countries, with an emphasis on identifying and explaining information, ideas, and issues

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#### Understanding the Meaning of Texts – Specific Expectations

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- LS1.04 – describe a variety of reading strategies and use them to understand specific texts, with an emphasis on previewing table of content, headings, illustrations, photographs, captions, and charts; forming questions about difficult sections of text; and using graphic organizers to record information

### Ontario Secondary School Literacy Course, Grade 12 (OLC40)

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#### Building Reading Skills – Overall Expectations

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- BRV.01 – demonstrate the ability to read and respond to a variety of texts;  
BRV.03 – demonstrate understanding of the content and meaning of informational, narrative, and graphic texts that they have read using a variety of reading strategies

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#### Reading and Responding to Texts – Specific Expectations

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- BR3.06 – use appropriate strategies to locate information in different types of texts, including: Graphic texts (e.g., use a ruler to read along lines in a table; read up from the horizontal axis and across from the vertical axis to find a point on a graph)

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#### Using Reading Strategies to Understand Texts – Specific Expectations

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##### During and After Reading

- BR3.06 – use appropriate strategies to locate information in different types of texts, including: Informational texts (e.g., search for key words from a question about the selection to locate specific information)
- BR3.07 – use appropriate strategies to make inferences about and interpret different types of texts, including: Informational texts (e.g., while reading, predict a writer’s intentions, conclusions, or biases based on his/her presentation of the facts)



# Not in Working Order: Part A

After his shift on May 5, 2006, Juan has noticed faults with two pieces of equipment. He must fill in an “Equipment Work Order” form.

1. Fill in the form using the following information.

- Trailer #2, A792CG, has a flat tire. This happened en route to headquarters from the job site at 16 Maple Lane, Waterloo.
- The Bobcat, used on the same day at the same location, seems to be hard to steer. He would like the steering levers and hydraulic controls checked.

What must Juan do with the completed form? (Hint: 2 things)

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What will be added to the form when the repairs are completed?

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# Not in Working Order: Part B

1. Juan now has to check the “Truck Knapsacks”. Find the form he should use.
2. Mark an X in the columns where items are missing.

1997	Missing	Eye wash bottle Sun block CPR mask Measuring tape
1999	Missing	Utility knife Truck binder Tylenol
2000	Missing	No items missing
F550	All items are missing with the exception of	Pad of paper Sharpies container Insect repellent First aid kit
F350	All items are present with the exception of	Pens Measuring tape MSDS binder



# EQUIPMENT WORK ORDER

Date: \_\_\_\_\_

Piece of Equipment: \_\_\_\_\_

Repaired by: \_\_\_\_\_

Repair Date: \_\_\_\_\_

Describe problem/defects:

\_\_\_\_\_

Where/when did this first occur? \_\_\_\_\_

\_\_\_\_\_

Piece of Equipment: \_\_\_\_\_

Repaired by: \_\_\_\_\_

Repair Date: \_\_\_\_\_

Describe problem/defects:

\_\_\_\_\_

Where/when did this first occur? \_\_\_\_\_

\_\_\_\_\_

Piece of Equipment: \_\_\_\_\_

Repaired by: \_\_\_\_\_

Repair Date: \_\_\_\_\_

Describe problem/defects:

\_\_\_\_\_

Where/when did this first occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

**CALL ROB FIRST THEN POST ON CLIPBOARD IN SHOP**

