



Task Title: Table of Contents

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learner will read a table of contents to locate specific sections.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Employees often need to review the User Guide or Manual for a product in order to identify and solve problems. Look at the “Table of Contents” for the photocopier.

Scan the “Table of Contents” for Apex Alpha Photocopier WC 341.

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Apex Alpha Photocopier WC341

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Work Sheet

Task 1: List the four section headings in the User's Guide.

Answer:

Task 2: Which section contains information that will help fix an error with the photocopier?

Answer:

Task 3: List the two common errors that happen with this photocopier.

Answer:

Task 4: If this manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

Answer:

Answers

Task 1: List the four section headings in the User's Guide.

Answer:

- Getting Started
- Using the Machine
- Maintaining the Copier
- Troubleshooting

Task 2: Which section contains information that will help fix an error with the photocopier?

Answer: Troubleshooting

Task 3: List the two common errors that happen with this photocopier.

Answer: Document jams, error messages.

Task 4: If this manual does not contain the specific information needed to solve the problem with the photocopier, who can be called for help?

Answer: Call (phone) Apex customer care.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
