



Task-based Activity Cover Sheet

**Task Title:** Create a table to compare supplies to be ordered

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ✓ Apprenticeship ✓ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> The learner will create a document to compare supplies to be ordered	
<b>Competency:</b> B: Communicate Ideas and Information A: Find and Use Information	<b>Task Group(s):</b> B3: Complete and create documents A2: Interpret documents
<b>Level Indicators:</b> B3.2(b) Create simple documents to sort, display, and organize information A2.2: Interpret simple documents to locate and connect information	
<b>Performance Descriptors:</b> see chart <a href="#">or click here</a>	
<b>Skill Building Activities:</b> see last page <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen, paper, ruler (could be completed using word processing program if learner is able)</li><li>• Attached screen shots of Janitorial supply websites</li></ul>	
<b>ESKARGO:</b> <b>Skills and Knowledge Required for Successful Task Performance</b> <ul style="list-style-type: none"><li>• Follows conventions to display information in simple documents (e.g., use of font, colour shading, bulleted lists, etc.)</li><li>• Sorts entries into categories</li><li>• Displays one or two categories of information organized according to content to be presented</li><li>• Identifies parts of documents using titles, row and column headings, and labels</li><li>• Creates simple forms, tables</li></ul>	
<b>Attitudes:</b> Practitioner, We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



**Task Title:** Create a table to compare supplies to be ordered

**Learner Information and Tasks:**

People will often create tables to help make choices about purchasing different products. An employer may request that an employee design a table to compare supplies before making a purchasing decision.

**Task 1:** Create a table to compare the features and prices of the following six (6) buckets. Use the following column headings:

- Distributor
- Brand
- Model Name
- Model #
- Capacity
- Price
- Discount for multiple orders



**UTILITY BUCKETS**

**RUBBERMAID®**

Heavy-duty construction.

- Spill-free pour spout and molded-in graduation marks.

Gray or Red

MODEL NO.	DIMENSIONS DIAM. x H	CAPACITY	PRICE EACH		ADD TO CART
			1	6+	
<a href="#">H-2863</a>	10 1/2 x 10 1/4"	10 qt.	\$11.00	\$10.00	<a href="#">Specify Color</a>
<a href="#">H-2864</a>	12 x 11 1/4"	14 qt.	17.00	16.00	<a href="#">Specify Color</a>

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Catalog : [Cleaning Supplies](#) : [Buckets & Wringers](#) : [Plastic Buckets & Wringers](#) : [Continental Huskee Buckets](#)

**Continental Huskee Bucket w/Spout - 14 Qt., Red**

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ITEM # 646010EACH

Available in 10 and 14 quart in various colors. Features durable steel handle and built-in pour spout. Graduations molded inside.

14 Qt., Red, 6/cs

Alternate #8114-RD

Quantity:

Price: \$17.68/EA

Add To Cart

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Catalog : Cleaning Supplies : Buckets & Wringers : Plastic Buckets & Wringers : Continental Huskee Buckets

## Continental Huskee Bucket w/Spout - 14 Qt., Grey



ITEM # 646000EACH

Available in 10 and 14 quart in various colors. Features durable steel handle and built-in pour spout. Graduations molded inside.

14 Qt., Grey, 6/cs

Alternate #8114-GY

Quantity:

Price: \$16.70/EA

Add To Cart

**360 CLEANIT SUPPLY.COM**

Find It!



(0) Items

\$0.00 Checkout

[Janitorial Supplies](#)
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[Ink & Toner](#)
[Office Furniture](#)

Home » Janitorial Supplies » Mops, Brooms, Brushes & Dusters » Mops & Equipment » Wringers, Buckets & Pails » [Rubbermaid Brute 10 Quart Round Plastic Bucket, Gray \(RCP 2963 GRA\)](#) »

## Rubbermaid Brute 10 Quart Round Plastic Bucket, Gray (RCP 2963 GRA)



**\$9.49** /Each

Quantity:

Customer Rating: 5/5



ADD TO CART

10 Quart Round Plastic Bucket, Gray, Each

<a href="#">Bulk Quote</a>	<a href="#">Ask a Question</a>	<a href="#">Estimate Shipping</a>	<a href="#">Email a Friend</a>
<a href="#">View Catalog</a>	<a href="#">Add to Favorites</a>		<a href="#">Print this Page</a>

- Product SKU: RCP 2963 GRA
- With molded-in graduations for accurate measuring
- Wide pour spout
- Durable plastic design
- Thick-wall construction

# EMPIRE

## CLEANING SUPPLY

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- Matting >

Catalog : Cleaning Supplies : Buckets & Wringers : Plastic Buckets & Wringers

### Rubbermaid® BRUTE® Round Bucket - 14 Qt., Gray



ITEM # RCP2614GRA

Molded-in graduations for accurate measuring. Heavy-duty thick wall construction. 12" Dia x 11 1/4" H.

14 Qt., Gray, 6/cs

Alternate #2614-G

Quantity:

Price: \$19.28/EA



**Task Title:** Create a table to compare supplies to be ordered

**Answer Key**

**Task 1:** Use this exemplar for evaluating.

<b>Utility Bucket feature and price comparison</b>						
<b>Distributor</b>	<b>Brand</b>	<b>Model name</b>	<b>Model #</b>	<b>Capacity</b>	<b>Price</b>	<b>Discount for multiple orders</b>
ULINE.com	Rubbermaid	N/A	H-2863	10qt.	\$11.00 each	\$10.00 each for 6 +
ULINE.com	Rubbermaid	N/A	H-2864	14qt	\$17.00 each	\$16.00 each for 6+
Empire Cleaning Supply	Continental	Huskee	646010-red	14qt	\$17.68 each	N/A
Empire Cleaning Supply	Continental	Huskee	646000-grey	14qt	\$16.70 each	N/A
CLEANITSUPPLY.com	Rubbermaid	Brute	RCP 2963	10qt	\$9.49 each	N/A
Empire Cleaning Supply	Rubbermaid	Brute	RCP2614	14qt	\$19.28 each	N/A



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
<b>B3.2b</b>	<ul style="list-style-type: none"> <li>follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)</li> </ul>			
	<ul style="list-style-type: none"> <li>sorts entries into categories</li> </ul>			
	<ul style="list-style-type: none"> <li>displays one or two categories of information organized according to content to be presented</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies parts of documents using titles, row and column headings and labels</li> </ul>			
<b>A2.2</b>	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature



## Skill Building Activities

### Links to online resources:

- <http://www.bbc.co.uk/skillswise/worksheet/en13styl-l1-w-presenting-info-in-the-form-of-a-table>  
(An activity that involves reading short biographies about people and ordering details about them, emphasizes how to compare and organize information in the form of a table)
- <http://www.mcwn.org/Graphs/Tables.html> (An informative online article that defines Tables and explains what they're used for, contains a link to a 'Tables Quiz' that can be completed online to check learning)
- <http://www.gcfilearnfree.org/office2010/word2010/21> (An online tutorial called "Working With Tables" that teaches how to create basic tables in Microsoft Word 2010, explains some principles of tables and how data can be represented/organized into tables, even though emphasis is on creating tables in a digital format)

### LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner following assessment):**
  - Document Use Level 1 Assignment 2 ("Data Collection 1" + "Reading Graphical Data 1")
  - Document Use Level 2 Assignment 2 ("Computing Graphical Data 2" + "Scaling and Proportion 2")
- **Independent Study Short Courses (Moodle)**
  - Learning to Communicate Using Microsoft Word (use of font/colour/shading/ bulleted lists to display information in simple documents);
  - Learning to Communicate Using Microsoft Excel 2007

**\*To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

**\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>