Web-Quest Activities 1-5
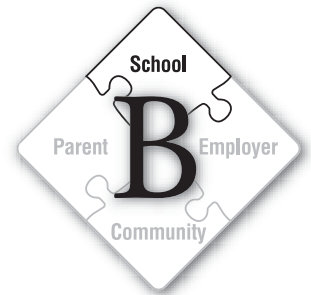
Activities Summary

In these activities, students will:

- Create an **Essential Skills** Mind-map
- Relate **Essential Skills** to School
- Complete an **Essential Skills** Self-Assessment
- Write a Reflective Journal
- Record key information about Occupation Profiles
- Complete a comparative chart

Prior Knowledge

- Internet navigation
- Reflective journal format
- Keyboarding

Teaching Planning Notes

- Review assignment including prior knowledge required
- Use Web-Quest activities in order. Each Web-Quest activity builds on previous knowledge
- Distribute activities to students one at a time or as a package with stages of completion deadlines
- Provide students with a file folder or duo-tang to put all activities in
- Provide students with a checklist with dates assigned and due dates

Assessment of Student Achievement

Task	Tool / Type
Activity 1	Progress Checklist (Formative)
Activity 2	Progress Checklist (Formative)
Activity 3	Progress Checklist (Formative)
Activity 4	Progress Checklist (Formative)
Activity 5	Progress Checklist (Formative)

Activities

- Activities 1-5 + Progress Checklist
- Activity 1: Welcome to the **Essential Skills** Website!
- Activity 1: Answer Key
- Activity 2: When Am I Ever Going to Use This?
- Activity 3: Cruisin' Around
- Activity 4: **Essential Skills** Profiles
- Activity 5: My Strengths and Related Occupations

FOCUS ON LEARNING

Essential Skills:

Writing
  All activities

Thinking Skills
  *Personal Opinion Responses
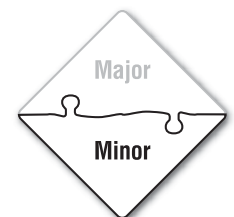 Comparative Chart*

Computer Use
  All activities

Reading Text
  All activities

Document Use
  All activities

Major

Minor

Intro to Essential Skills

For each of these activities there are different objectives and the length of the activities varies. These activities are to be completed in order. It is important that you manage your time and use your computer time effectively in class.

Below is a progress checklist. When you hand in your assignments, make sure you put in **ALL DATES** and **ATTACH** this sheet.

Activity #1:   Welcome to the *Essential Skills* Website
Activity #2:   When Am I Ever Going to Use This?
Activity #3:   Cruisin' Around
Activity #4:   *Essential Skills* Profiles
Activity #5:   My Strengths and Related Occupations

Progress Checklist

ACTIVITY	ASSIGNED DATE	DUE DATE	COMPLETED DATE
#1 Welcome to the *Essential Skills* **Website** Questions 1-5			
#2 When Am I Ever Going to Use This? Part A Part B			
#3 Cruisin' Around Part A Part B			
#4 *Essential Skills* **Profiles** Part A Part B			
#5 My Strengths and Related Occupations			

Activity 1

Welcome To The Essential Skills Website!

This Web-Quest activity will introduce you to the Human Resources and Skills Development Canada (HRSDC) website and the *Essential Skills*.

Go to the website below and answer the questions.
Put your completed assignment sheet in your duo-tang.
Website: **http://www15.hrdc-drhc.gc.ca/english/general/home_e.asp**

Click on the link for "Understanding *Essential Skills*" and use the information there to answer questions 1-5.

1. What is the definition of *Essential Skills*?

_____

_____

2. How were these skills identified?

_____

3. How many skills are there? _____

4. Why is it important to know about these skills?

_____

_____

5. On a separate sheet of paper, draw a simple mind-map or chart illustrating all of the *Essential Skills* and a brief definition for each.

Activity 1

Answer Key

This web-quest activity will introduce you to the Human Resources and
Skills Development Canada (HRSDC) website and the *Essential Skills*.

Go to the website below and answer the questions.
Put your completed assignment sheet in your duo-tang.

Website: **http://www15.hrdc-drhc.gc.ca/english/general/home_e.asp**

Click on the link for "Understanding *Essential Skills*" and use the information there to
answer questions 1-5.

1. What is the definition of *Essential Skills*?

   *They are the skills needed for work, learning and life. They are the foundation for learning
   all skills and allow people to evolve in their jobs and adapt to workplace change.*

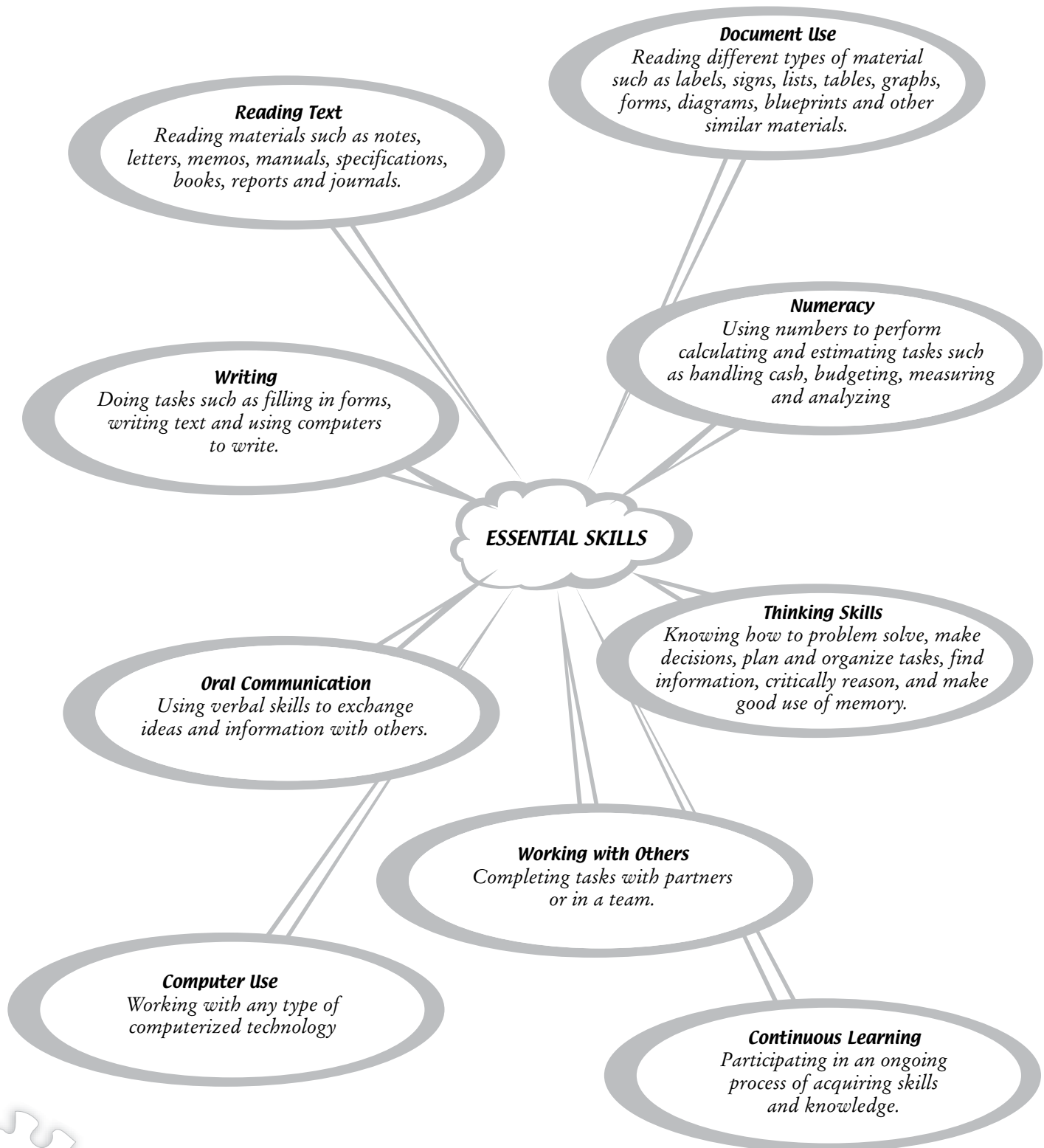2. How and by whom were these skills identified?

   Through research by the federal government and other affiliated agencies.

3. How many skills are there? *9*

4. Why is it important to know about these skills?

   *Because they are used in every occupation and in daily life. We can improve our skills
   when we are aware of them.*

5. On a separate sheet of paper, draw a simple mind-map or chart illustrating all of the *Essential Skills* and a brief definition for each.

Document Use
Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar materials.

Reading Text
Reading materials such as notes, letters, memos, manuals, specifications, books, reports and journals.

Numeracy
Using numbers to perform calculating and estimating tasks such as handling cash, budgeting, measuring and analyzing

Writing
Doing tasks such as filling in forms, writing text and using computers to write.

ESSENTIAL SKILLS

Thinking Skills
Knowing how to problem solve, make decisions, plan and organize tasks, find information, critically reason, and make good use of memory.

Oral Communication
Using verbal skills to exchange ideas and information with others.

Working with Others
Completing tasks with partners or in a team.

Computer Use
Working with any type of computerized technology

Continuous Learning
Participating in an ongoing process of acquiring skills and knowledge.

14

Activity 2

When Am I Ever Going to Use This?

How many times in your classes have you wondered "why are we doing this?" when am I ever going to use this?

Occupations in the world of work are based on a set of skills. For each occupation there are varying degrees of complexity and frequency in the use of these skills. Practicing these skills while you are in school will help ensure your future success in the workplace.

In this activity you will investigate tasks related to each of the *Essential Skills* and relate them to courses you have taken and activities you have completed in those courses.

Part A:

Step 1: Go to website: **http://www15.hrdc-drhc.gc.ca/english/general/i_am_a_e.asp**

Step 2: Look under "How Can I Use this Site?" Click on "Student".

Step 3: Within the text find the "How are skills you are learning used in the world of work" Click on it.

Step 4: At the top of the page, click on "Skills"

Step 5: Select the box for "Reading Text". Click on "next"

Step 6: Select a complexity level and click on "next"

Step 7: Choose one occupation (preferably one you might be interested in). To view tasks associated with this skill, click on "view examples"

Using your Web-Quest Activity Sheet record:

Step 8: The occupation title

Step 9: Tasks associated with that occupation (2 Tasks)

Step 10: Courses you have taken where you have used this skill (2 Courses)

Step 11: Specific assignments or activities from those courses that directly relate to the tasks in that occupation (2 Assignments/Activities)

Step 12: repeat steps 4-11 for each of the remaining 8 *Essential Skills* (including 6 subsections under Thinking Skills)

Step 13: Submit your completed table and Reflective Journal.

Part B: Reflective Journal

Based on the results of your table, answer the following questions. Make sure you relate your responses to what you have learned in this activity.

1. So, has this activity answered the questions "why are we doing this?" and "when am I ever going to use this?" Why or why not?

   _____

   _____

   _____

   _____

2. What would you tell a classmate next time they complained about doing school work?

   _____

   _____

   _____

   _____

3. Next time your parents ask you "what did you do in school today?", what would you say? How might your response reflect the results of this completed activity?

   _____

   _____

   _____

   _____

Activity 2: *Web-Quest Activity Sheet*

Essential Skill	Occupation	Tasks Related to Occupation (2 per occupation)	Courses Related to Tasks (2)	Assignments/ Activities Related to Tasks (2)
Reading Text				
Writing				
Numeracy				
Oral Communication				
Working With Others				
Computer Use				
Continuous Learning				
Document Use				
Thinking Skills: Problem Solving				
Thinking Skills: Decision Making				
Thinking Skills: Critical Thinking				
Thinking Skills: Job Task Planning and Organizing				
Thinking Skills: Significant Use of Memory				
Thinking Skills: Finding Information				

Activity 3

Cruisin' Around

Career Cruising is an interactive website for students to explore careers and get first-hand information on just about anything they need to know about careers.

This Web-Quest activity involves exploring one career and identifying the *Essential Skills* and related tasks and then completing a self-assessment. When selecting a career, choose one that you have some interest in either as a career after high school or perhaps a future summer job.

Part A: Exploring

Step 1:   Go to Website: **www.careercruising.com**

Step 2:   Using your school's username and password, log in.

Step 3:   Click on the "Explore Careers" icon (left hand side of screen)

Step 4:   Select a career using one of the 4 options available.

Step 5:   Explore the career by selecting a variety of options available. You will not find specific references to the *Essential Skills*, however, by reading the job description and the interviews, you will be able to identify several *Essential Skills* and related tasks. You may find information in the section on career path as well. Not all jobs use all of the *Essential Skills* on a regular basis.

Step 6:   Complete the chart below

Name of Career: _____

This career interests me as:

❐ summer job option   ❐ full-time career option   ❐ both

Essential Skill	RELATED TASKS
Reading Text	
Writing	
Computer Use	
Numeracy	
Continuous Learning	
Oral Communication	
Document Use	
Thinking Skills	
Working With Others	

Activity 3

Part B: Now What?

You have figured out what skills someone has in a career or job that you are interested in. Great! It is time to complete an *Essential Skills* self-assessment and set some goals.

Step 1: Identify the top three *Essential Skills* used in the occupation you selected. Complete the self-assessment chart below.

Self -Assessment

Essential Skill	SELF–ASSESSMENT (CIRCLE ONE ONLY)			
	Highly Skilled	Skilled	Some Skill	Very Limited Skill
	Highly Skilled	Skilled	Some Skill	Very Limited Skill
	Highly Skilled	Skilled	Some Skill	Very Limited Skill

Step 2: Using your self-assessment results provide proof of where and how you have demonstrated this skill in the past regardless of skill level.

Evidence of Skill

Essential Skill	WHERE	HOW? WHAT TASK(S) DID YOU PERFORM?

Step 3: Setting goals, no matter how small, helps us achieve what we say we want to do. Set a small goal to further develop each of the *Essential Skills* you identified as the top three.

Setting Goals

Essential Skill	WHERE CAN I IMPROVE ON THIS SKILL?	WHEN WILL I DO THIS? BE SPECIFIC – GIVE A DATE!	WHO DO I NEED TO CONTACT?

Activity 4

Essential Skills Profiles

In this activity you will be familiarizing yourself with the *Essential Skills* profiles and their descriptions on the HRSDC *Essential Skills* website.

Step 1:   Go to Website:
   http://www15.hrdc-drhc.gc.ca/english/general/home_e.asp

Step 2:   On the left side of the screen, click on "*Essential Skills* Profiles"

Step 3:   Use the information provided to complete Parts A and B below.

Part A : Answer the questions below:

1. What do the *Essential Skills* Profiles describe?

   _____

   _____

2. How many profiles are there? _____

3. What do each of the profiles include?

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

4. How can I search for a profile?

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

20

Part B: Occupational Profile

1. Find an occupational profile that is of interest to you.
2. What steps did you have to take to find this profile?

   _____

3. What is the NOC Code for that occupation? _____
4. What are the most important *Essential Skills* required for that occupation?

   a. _____

   b. _____

   c. _____

5. Find two examples of tasks associated with each of the most important *Essential Skills.*
   Choose tasks that you think are really important to be successful in that occupation.

   *Essential Skill #*1   _____

   Task #1 _____

   _____

   Task #2 _____

   _____

   Essential Skill #2   _____

   Task #1 _____

   _____

   Task #2 _____

   _____

   Essential Skill #3   _____

   Task #1 _____

   _____

   Task #2 _____

   _____

6. What are some interesting facts under "Other Information" about the occupation that
   you weren't aware of?

   _____

   _____

   _____

Activity 5

My Strengths And Related Occupations

This Web-Quest assignment involves taking one of your strongest skill areas that you identified in Activity 3 and determining what occupations require this skill. As well, you will be comparing the tasks listed in those occupations with related tasks you do in your everyday life.

Step 1: Go to Website: **http://www15.hrdc-drhc.gc.ca/english/general/home_e.asp** and into the "Student" section.

Step 2: Find the section in the text that has the following information and follow the instructions provided:
"Find out how skills you are learning are used in the world of work"
Search using "Skills". You can find out, for example, who uses geometry, who interprets graphs or who performs difficult writing tasks."

Step 3: Identify three occupations that you may be interested in. Review all the tasks associated with the *Essential Skill* that you identified as one of your strongest skill areas.

Step 4: Complete the Web-Quest Chart for this activity.

Web-Quest Chart

When you are looking at related tasks in your life today, consider everything - school life, homework, chores at home, volunteer work, part-time jobs, etc.

Essential Skill _____

My Name _____

Occupation Title	NOC	Tasks	Related Tasks in My Life Today