**OSP Icon Essential Skill Sample Tasks**

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|  | ***Reading Text***Reading materials in the form of sentences or paragraphs such as notes, letters, memos, manuals, specifications, books, reports and journals. | • Read captions under a picture.• Read magazines, comics, chapter books... anything!• Read a movie review to decide if you want to go andsee it. |
|  | ***Writing***The preparation of written materials fora variety of purposes. Completing such tasks as filling in forms, writing text and using computers to write. | • Write short reminder notes in an agenda or daily planner.• Write entries in a diary.• Write a short story.• Write a book report. |
|  | ***Document Use***Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar material. | • Read signs in the community.• Use an agenda to record due dates for assignments.• Check the sports scores in the newspaper to identify which teams won last night.• Use maps and graphs in a project. |
|  | ***Computer Use***The use of any type of computerized technology. | • Login and use a mouse on a computer.• Use computers at home and in class.• Explore new technology at home or in class.• Send and receive e-mail messages. |
|  | ***Oral Communication***Using verbal skills to exchange ideas and information with others. | • Ask a friend or adult for something I need.• Answer questions in class and give presentations.• Order food in a restaurant. |

1

Numeracy

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|  | ***Money Math***The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments. | • Know the names of coins and their monetary value.• Add coins and bills.• Calculate how much money the class raised in afundraiser. |
|  | ***Scheduling or Budgeting and******Accounting***Planning for the best use of time and money, as well as monitoring the use of time and money. | • Read the class schedule and plan time to study for a quiz.• Schedule time to complete homework and other activities like hockey practice or music lessons after school.• Look for the best deal when buying something to keep on budget. |
|  | ***Measurement and Calculation***The measurement and calculationof quantities, areas, volumes, and/ordistances. | • Determine how many plates and cups are needed to set a table for the family.• Help measure ingredients to make a simple meal.• Weigh yourself to make sure you are within a healthy range for your height.• Figure out how many cupcakes are needed for a sports team fundraiser. |
|  | ***Data Analysis***The collection and analysis of data in numerical form. | • Compare marks on two assignments to determine whether skills are improving.• Compare two foods to determine which one is thehealthier choice.• Calculate course grades by averaging marks received on assignments.• Predict which sports team will win using game statistics over a period of time. |
|  | ***Numerical Estimation***The production of estimates in numerical terms. | • Guess how many scoopfuls of sand are needed to fill a pail.• Estimate the time it will take to read a book or complete an assignment.• Track the wins and losses of a favourite sports team. |

2

Thinking Skills

**OSP Icon Essential Skill Sample Tasks**

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|  | ***Job Task Planning and******Organizing***Planning and organizing your own work. | • Pack your backpack with the things needed forschool.• Help organize events like school bake sales or parties. |
|  | ***Decision Making***Making a choice among options using appropriate information. | • Make choices about what clothing to wear basedon the weather forecast.• Select the materials or equipment needed to complete a craft project or play a sport.• Select the assignment to work on first using due dates and the relative difficulty of each assignment.• Look at all options before making a decision. |
|  | ***Problem Solving***The identification and solving of problems. | • Complete puzzles.• Solve riddles.• Ask others to join the team when there is not enough people to play the game. |
|  | ***Finding Information***The use of a variety of sources, including written text, people, computerized databases, and information systems. | • Find the washroom or drinking fountain by asking an adult for help.• Find information about a favourite music star.• Find out when the project is due by asking theteacher or another student. |
|  | ***Critical Thinking***Making judgments by using criteria to evaluate ideas and information and the related consequences. | • Judge the suitability of art supplies to complete a project.• Judge the suitability and reliability of using different websites for a project.• Use rubrics provided by the teacher to decide if an assignment is ready to hand in. |

3