

Observation checklist for creating a task breakdown

Learner's name			
Observer's name			
Location of observation		Date	

Observation check points		Yes	No	Comments
Step 1	Open a new Microsoft Word document and create a 3-column table	<input type="checkbox"/>	<input type="checkbox"/>	
Step 2	Adjust column width and add table headings: <ul style="list-style-type: none"> • Step • Description • Explanation 	<input type="checkbox"/>	<input type="checkbox"/>	
Step 3	Use the first column to enter step numbers	<input type="checkbox"/>	<input type="checkbox"/>	
Step 4	Write a brief description for each step	<input type="checkbox"/>	<input type="checkbox"/>	
Step 5	Write a clear and concise explanation for each step: <ul style="list-style-type: none"> • Using illustrations, diagrams, and photos to show examples, when appropriate • Avoiding the use unnecessary visuals or decorating • Highlighting safety requirements for the task or for a particular step 	<input type="checkbox"/>	<input type="checkbox"/>	
Step 6	Review and finalise task breakdown: <ul style="list-style-type: none"> • Asking someone to use your draft task breakdown to perform the task • Checking the sequence of steps • Seeking feedback about readability • Checking the task breakdown for grammar and spelling • Adding task title, version control, and page numbers. 	<input type="checkbox"/>	<input type="checkbox"/>	