# 242811 FORMATIVE ASSESSMENT

Formative assessment SO1, AC 1-3

Group activity:

Now that you have a basic idea of a task list, compile a task list for a salesperson on the sales floor.

Discuss what could happen if tasks that weren’t actioned on the due day, are not done the following day.

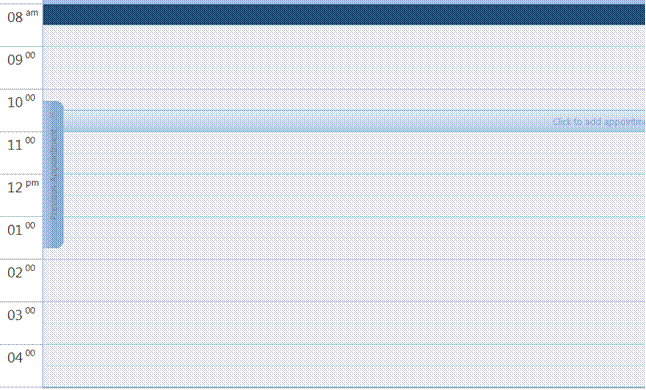
Individual activity

Why do you think it is important to allocate times to a task list? Write down the pros and cons of allocating times to a task list.

Formative Assessment SO2, AC 1-3 Individual activity

Think of your job at work. Develop a task list for all the tasks you have to perform daily. Explain your priority list and also allocate resources.

Record the information regarding tomorrow’s work in the diary provided.



Formative Assessment SO3, AC 1,3

#### Work in pairs

* Discuss the disadvantages of not having a diary.
* Why is it important to check the inscriptions in a diary on a daily basis?
* Why should you not postpone entering details in your diary?
* Compile an action plan for unpacking new stock that has arrived today. Remember to use: What, why, who and how.

Formative assessment SO4, AC1- Individual Activity

Refer to your workplace and produce a task list for your team. This list of tasks must be in the correct sequence to do the work.

* You must also record information and documentation required on the task list
* Explain the purpose of this task list
* Prioritise the tasks on the task list and explain which criteria you used for prioritising
* Record the resources that you will need to complete the tasks
* Indicate on the task list which team member you will assign tasks to
* Record the tasks in a copy of a diary
* Explain the purpose of a diary
* Discuss your findings in your groups