

# TASK FOR LEARNING

| <b>LOW LEARNING</b><br>description of the task            | <b>TASK</b>                                  | <b>HIGH LEARNING</b><br>description of the task   |
|---|--|---|
| Keying information from a source document into a computer | Entering contact information into a database | Ensuring that key constituencies are included in an agency's communications and contacts are up-to-date |
| Babysitting   | Caring for children                          | Developing the potential of young people through structured activities                                  |
| Putting supplies away                                     | Organizing a storage closet                  | Improving a program by making supplies easily accessible and weeding out old or nonfunctional supplies  |
| Stapling papers to bulletin boards or telephone poles     | Posting flyers                               | Making a target audience aware of upcoming programs or events   |
| Stuffing, stamping and sealing envelopes                  | Assembling a mailing                         | Disseminating important information   |