

Job Shadowing - Visual Report

Create a visual report that represents:

- what you learned from your job shadowing experience; and
- how you use at least **three** Essential Skills in school, at home, in a part-time job or in volunteer work.

You can choose to display your information on a poster or you may have another creative idea of your own! You can incorporate a quiz or a matching exercise (with the answers, of course) to demonstrate your knowledge and understanding of the Essential Skills and work habits. If you collected any Authentic Workplace Materials, you can also incorporate these into your report.

Categories/Criteria	Level 1 (50–59%)	Level 2 (60-69%)	Level 3 (70-79%)	Level 4 (80-100%)
Knowledge/Understanding				
demonstrate knowledge and understanding of the Essential Skills and Work Habits	name and describe Essential Skills and work habits with limited understanding	name and describe Essential Skills and work habits with some understanding	name and describe Essential Skills and work habits with considerable understanding	name and describe Essential Skills and work habits with thorough understanding
Thinking				
explain how Essential Skills are used in a work environment and throughout daily life (in school, at home, in a part-time job or at volunteer work)	explain how Essential Skills are used in a work environment and throughout daily life with limited clarity	explain how Essential Skills are used in a work environment and throughout daily life with some clarity	explain how Essential Skills are used in a work environment and throughout daily life with considerable clarity	explain how Essential Skills are used in a work environment and throughout daily life with exemplary clarity
Communication				
utilizes report to present information with clarity	uses a few simple ideas	uses a variety of simple and related ideas	uses ideas of some complexity	uses complex ideas
Application of Language Conventions (spelling, grammar, punctuation and style)				
uses correctly the conventions for grade level	with several major errors	with several minor errors	with a few minor errors	with almost no minor errors

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity.