



Innovation & Business

Pre-Vocational Language, Literacy & Numeracy Activities Workbook



Creative Arts

CULLB203C - Develop and Use Information Literacy Skills

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Acknowledgements

Each activity in this booklet has been aligned to the Australian Core Skills Framework (ACSF) * Indicators of competence so that they are at the levels appropriate to the delivery of language, literacy and numeracy skills underpinning the units of competency.

- *The “Title to and Intellectual Property rights in relations to the Australian Core Skills Framework is owned by the Commonwealth of Australia”

Units of Competency and minimum required levels of reading, writing, numeracy, oral communication and learning skills

The following table provides the level of reading, writing, oral communication and numeracy that is required for Creative Arts.

Unit Code & Title	ACSF Reading Skills Level	ACSF Writing Skills Level	ACSF Oral Communication Skills Level	ACSF Numeracy Skills Level	ACSF Learning Skills Level
BSBITU302B Create Electronic Presentations	3	3	3	3	3
CULLB203C Develop and use information literacy skills	3	3	3	3	3

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Activities Matrix

CULLB203C - Develop and Use Information Literacy Skills

ACSF Levels	1	2	3	4	5
<p>The approach in this LLN workbook is to combine the 5 macro skills of:</p> <p>Reading</p> <p>Writing</p> <p>Numeracy</p> <p>Oral Communication</p> <p>Learning</p> <p>throughout all activities</p>			<ul style="list-style-type: none"> • Writing a review – New product • Fire escape plan • Writing a magazine article • Office work – income debits and wages • Office supplies – Sourcing new products • Meeting minutes • Reading skills • Reviewing Video • Sourcing information • Point of view • Descriptive writing • Writing a report • Writing a review – movie • Health and safety inspection • Sourcing info • Creative writing • Sourcing information – phone line deals • Participating in a meeting – questions to arise, how to do that • Expository Writing 		

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Activity 6	Meeting minutes	Error! Bookmark not defined.
Activity 7	Reading skills	Error! Bookmark not defined.
Activity 8	Deciphering hand written documentation	Error! Bookmark not defined.
Activity 9	Reviewing Video	Error! Bookmark not defined.
Activity 10	Sourcing information	Error! Bookmark not defined.
Activity 11	Point of view	Error! Bookmark not defined.
Activity 12	Descriptive writing	Error! Bookmark not defined.
Activity 13	Writing a report.....	Error! Bookmark not defined.
Activity 14	Writing a review – movie.....	Error! Bookmark not defined.
Activity 15	Health and safety inspection	Error! Bookmark not defined.
Activity 16	Sourcing info	Error! Bookmark not defined.
Activity 17	Creative writing	Error! Bookmark not defined.
Activity 18	Sourcing information – phone line deals	Error! Bookmark not defined.
Activity 19	Participating in a meeting – questions to arise, how to do that	Error! Bookmark not defined.
Activity 20	Expository Writing.....	Error! Bookmark not defined.
	Contact details and order information – refer last page	

Activity 1 Writing a review – New product

You work for a technology product review company and have been given the task of writing a review for a new phone on the market. Your boss wants the final product to be at least 75 words long and have at least two pictures showing the front and back of the phone. The review must be done in a digital format so it can be uploaded to the company's website and must contain all the specifications of the phone e.g. Memory, network, internet, email, radio, music player etc.



Pretend your own mobile phone is the new one to complete the task.

The 5800 Xpress Music fully embraces the concept of Touch, Play and Share, bringing a delightfully responsive 3.2 high definition touch screen featuring intuitive fingertip control, playing music or video is never more than one touch away thanks to a dedicated media bar and sharing your moments and media has never been easier thanks to 3G connectivity, the Nokia music store and OVI.

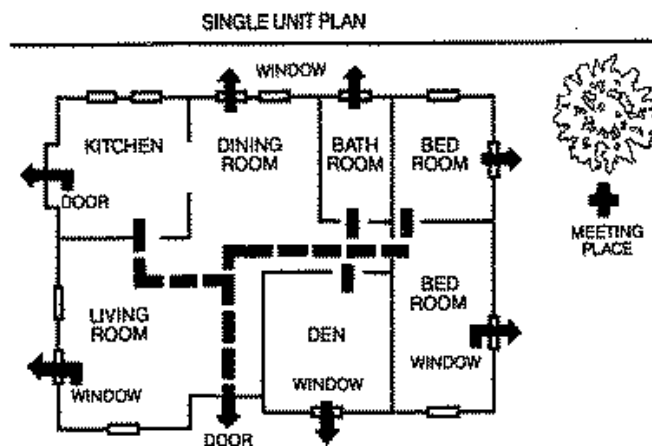
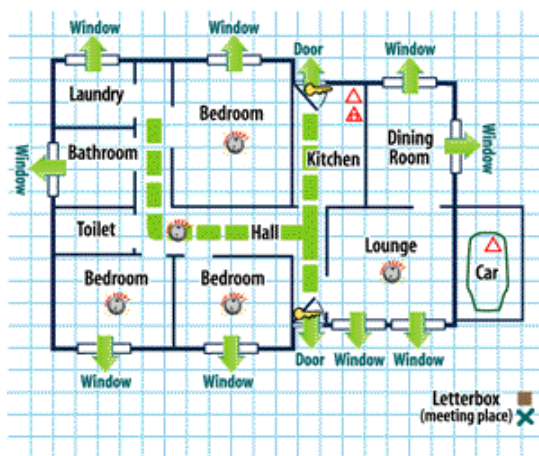
- **Dimensions:** 15.5 x 51.7 x 111.0 mm
- **Weight:** 109 grams
- **Screen Size:** 3.2 Inches
- **Device Control:** Touch
- **Talk Time:** 525 Minutes
- **Standby Time:** 406 Hours
- **Camera Resolution:** 3.15 Megapixels
- **Music Player:** Yes
- **GPS:** Built-in GPS receiver, A-GPS
- **Wi-Fi:** Yes
- **Bluetooth:** V2.0 with A2DP
- **Available Colours:** Black, Blue, Red

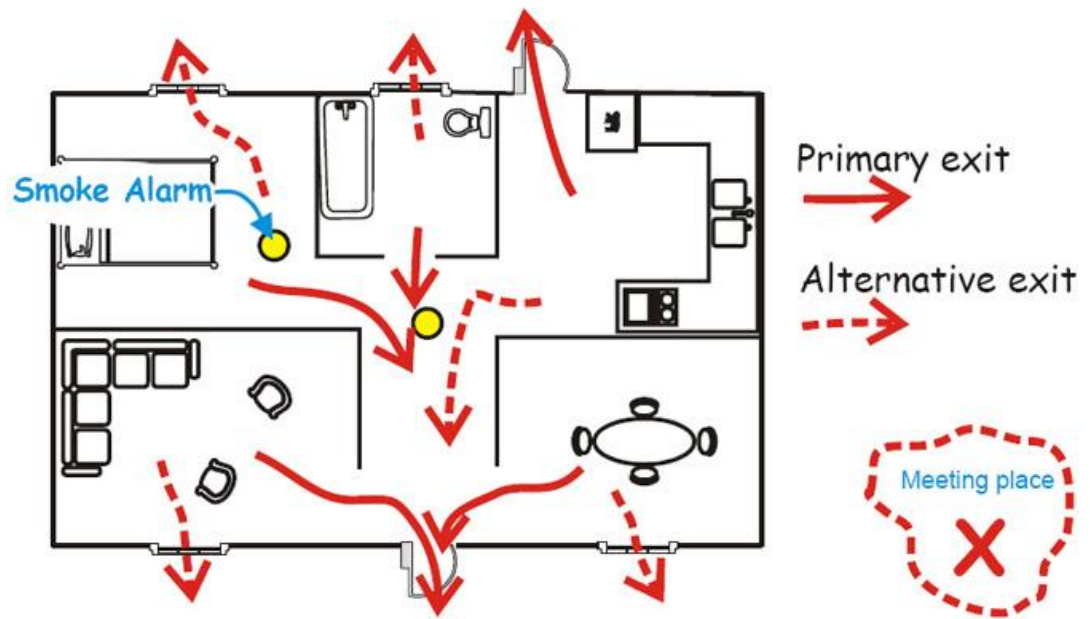


Activity 2 Fire escape plan

A fire escape plan is an essential part of effective occupational health and safety procedures. Most workplaces will have their plan posted on the wall in plain view for all to see. A proper fire escape plan must contain a full floor plan of the building clearly showing exits points a meeting area and defined routes to them.

Your task is to draw up a fire escape plan of your workplace or home using the specifications described above.





Activity 3 Writing a magazine article

The local magazine “hot topic” has come to you, a well renowned young writer in the hope of getting you to write an article on how the youth of today differ from their parents. More specifically how technology, music, television, radio, slang, fashion etc have changed and evolved into what they are today. The only specifications are that the article must be at least 200 words long and be in magazine layout (columns, background) with pictures.

My parents lived a totally different reality. They were married and expecting a child when they were my age. I want them to understand my struggles. These words of a 24 year-old young woman speak volumes. So do these words, spoken by a mom of a 26 year-old young man: We don't know how to be parents now. We don't know what we're supposed to do. Clearly things are not as they used to be. Mothers and fathers worry about their son's mysterious lifestyle, about their daughter's poor eating habits, about drug and alcohol use, about out of control spending and astounding debt. Our sons and daughters are living with all these challenges, and more, in the years between high school or college and the time they turn 30.

Twenty-some things are getting jobs, losing jobs, falling in love and falling out of love, living away and moving back home. They are self-sustaining in some ways, and dependent in others. They are living in both extended adolescence and early adulthood. It is taking longer for our kids to grow up than it used to. In 1960, 65% of men and 77% of women had finished school, left home, gotten married, had a child, and reached financial independence by the age of 30. In 2000, only 31% of men and 46% of women had done the same by the same age.

Activity 4 Office work – income debits and wages

Administration workers often are given the task of managing the financials of the business and it is very important that no mistakes are made as it can affect the overall production of the company.

Your task is to manage and note the amounts being paid in and out and your co worker will do the actual bank transfers.

The next page has weekly income and weekly debits and wages.

You first need to fill out the income and debit reports then total up all debits and profits.

Weekly profits Weekly debits

The difference is the total profits or debits of the week

Total

Jesse and Hayley do not show on a crucial day and the spa mould was not finished does the company still turn a profit this week?

Weekly profits Weekly debits

Total

Weekly Debits

Jesse	Wages \$18ph x 25hours	
James	Wages \$18ph x 20hours	
Hayley	Wages \$17.50ph x 30hours	
Tool maintenance	\$185	\$185
Machine maintenance	\$77	\$77
Raw product	5 packages \$150each	

Total

Weekly Profits

pipng	1 package	\$500
Spa mould	2 packages	\$1250
Pump cover	2 packages	\$1380

Total

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