



Foundation Skills

Language, Literacy and Numeracy Activities Workbook



FSKWTG08 Complete routine workplace formatted texts Manufacturing

CONTENTS

ACTIVITY 1 ONLINE ADVERTISEMENT FOR A TRAINING BUSINESS	3
ACTIVITY 2 AWAY SICK	4
ACTIVITY 3 NEGOTIATIONS.....	5
ACTIVITY 4 DIRECTIONS.....	6
ACTIVITY 5 TAKING A MESSAGE	7
ACTIVITY 6 INJURY REPORT	8
ACTIVITY 7 SEND AN EMAIL	9
ACTIVITY 8 PURCHASING EQUIPMENT	10
ACTIVITY 9 EMPLOYEE ATTRIBUTES.....	11
ACTIVITY 10 BROKEN EQUIPMENT	12
ACTIVITY 11 INSTRUCTIONS	13
ACTIVITY 12 RECEPTION.....	14
ACTIVITY 13 COMMON TERMS.....	15
ACTIVITY 14 NEGOTIATING	16
ACTIVITY 15 WHAT WOULD YOU DO?	17
ASSESSMENT TASKS	18-24

Activity 7 Send an email

Use the template below to write an email to your supervisor asking for a week off to visit family overseas. You want to go to Italy where your aunt and uncle live and you want to leave on the 6th of may.

EMAIL	
TO:	Mr Robert Smith
FROM:	(insert your name)
DATE:	
Dear	
(first paragraph states why you are writing this letter)	
(second paragraph states how long you require to be on holidays for – include dates)	
(third paragraph sums up your interest and asks for a response)	
Yours sincerely	
(your name and signature)	

EMAIL	
TO:	Mr Robert Smith
FROM:	_____
DATE:	_____
Dear _____	

Yours sincerely	

Activity 8 Purchasing Equipment

You are Regional Manager of a Steel Galvanizing plant and have been approached by a client to provide support framing for a large hall structure for music events. You estimate the manufacturing of all components to take 4 months to complete and have come up with an estimated monthly costing. Work out the total cost per month then work out how much the whole job should cost the company to do.

The costs to the manufacturing company are as follows:

	Total (Per Month)
Galvanizing materials	\$2500
Engineering	\$4500
Fabrication	\$6000
Assembly	\$2500
Delivery	\$1,500

Total

Total for the 4 month build:

Check your calculations with another person and interpret each other's results – are they correct?

Now add 15% to your total estimated cost, this is what you will quote the client:

Write a short letter to the client outlining the schedule and costs:

Activity 9 Employee Attributes

Below is a list of attributes that an employer would look for when hiring someone new.

VERBAL COMMUNICATION	1	Able to express ideas clearly and confidently in speech
TEAMWORK	2	Work confidently within a group
COMMERCIAL AWARENESS	3	Understand the commercial realities affecting the organisation.
ANALYSING & INVESTIGATING	4	Gather information systematically to establish facts & principles. Problem solving.
INITIATIVE/SELF MOTIVATION	5	Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions
DRIVE	6	Determination to get things done. Make things happen & constantly looking for better ways of doing things.
WRITTEN COMMUNICATION	7	Able to express yourself clearly in writing
PLANNING & ORGANISING	8	Able to plan activities & carry them through effectively
FLEXIBILITY	9	Adapt successfully to changing situations & environments
TIME MANAGEMENT	10	Manage time effectively, prioritising tasks and able to work to deadlines

Select the 2 that you think are the most important to a manufacturing job:

1. _____

2. _____

Now state why these attributes are important to an employer:

1. _____

2. _____

Activity 10 Broken Equipment

You work at a manufacturing plant and have just realised that the forklift has a broken hydraulic seal and must not be used. You need to draw up a sign to place on the machine and tell your colleagues about the breakdown.

The mechanic won't be able to fix the machine until tomorrow afternoon.

Create a sign to let everyone know about the broken forklift

Then write down what you would tell each of the forklift drivers in person



Activity 11 Instructions

Your manufacturing company is going to close over the Christmas break. You need to write a note for the email system so that incoming emails during this period are automatically responded to.

Christmas break will be from midday 24 December to 3 January. Your company is called Water Tank Manufacturing Oz.

EMAIL	
To:	
From:	
Subject:	



Activity 12 Reception

You answer the telephone at a steel manufacturing company and on the line is a man who wants to order 8 custom built tool boxes for his fleet of work trucks.

The man who ordered is Jerome Parker. He wants the job to be completed by the 23rd of February. He lives at 1223 Brown Street, Happyville 1111. His mobile number is 0411 111 22.

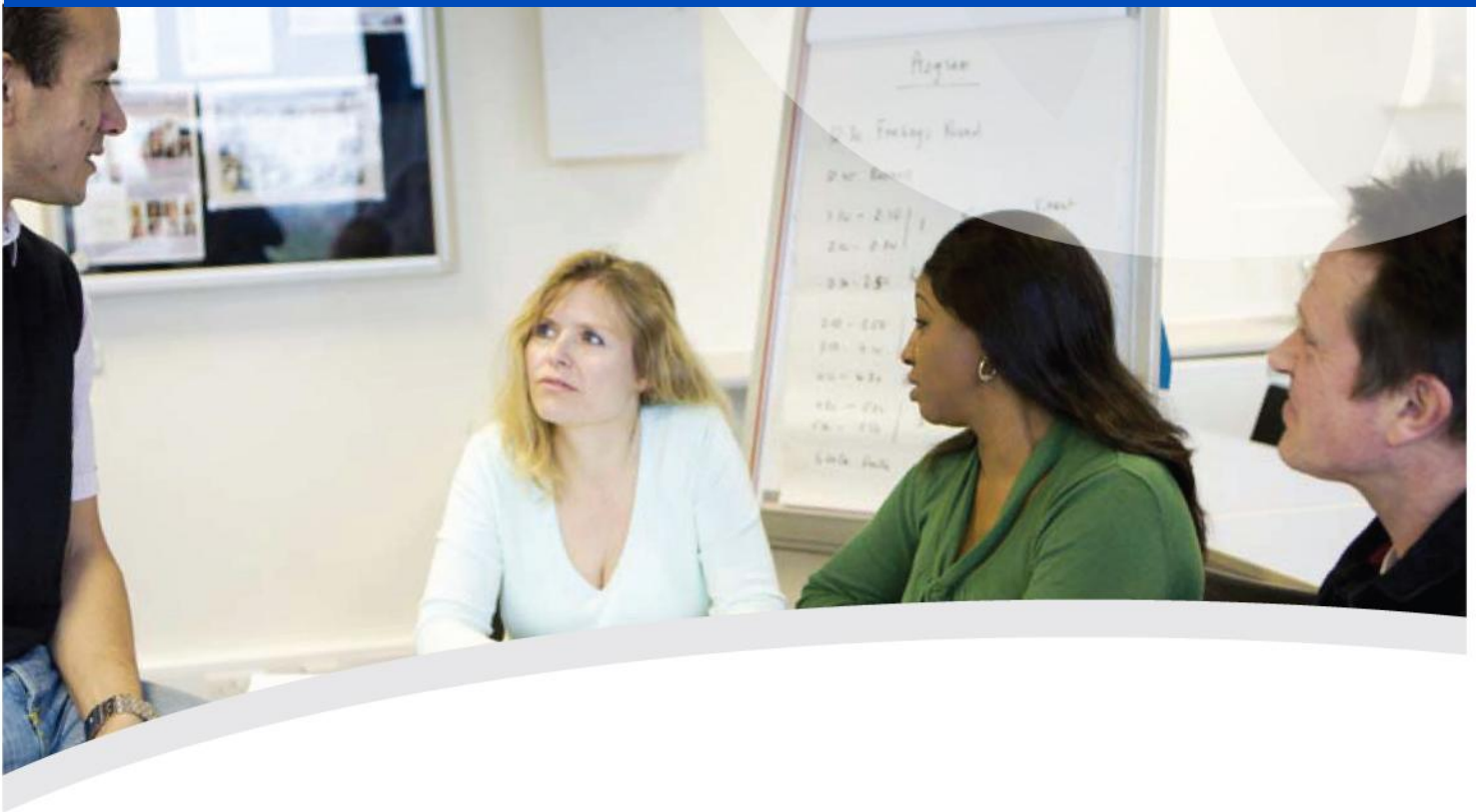
Complete the following form:

Jims Custom Fabrications Job Request	
Proposed Job Date:	_____
Client:	_____
Details:	_____ _____
Owner's address:	_____
Owner's mobile:	_____



Foundation Skills

Assessment Tasks



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Instructions to Candidate

- Each task needs to be completed independently

SAMPLE

Reading & Writing & Learning

Task 1: Complete an accident report of an accident occurring in the workplace

On Friday the 15th of July at approximately 11am Bob Turner was working at Jims Circuit Board Manufacturing Co. as a machine operator. After returning from lunch the temperature in the manufacturing shed was up to around 35 degrees. The combined heat from the machine he was using and from the heat of the day caused him to collapse. The supervisor at the time Barry Smith quickly responded getting some of the staff to help carry him into the air conditioned office and gave him an ice pack and some cold water. He was awake but seemed unstable so Barry quickly drove Bob to the hospital. After arriving at the emergency department Bob was put on a bed with a drip and a blood test was taken. After a few hours he was stable and returned to the job site the next day in high spirits and ready to work. As a result, a set of industrial fans have been installed permanently above all the machines. The incident report was submitted to management for filing immediately after returning from the hospital.

Write the incident report as if you were the supervisor Barry Smith

Accident Report Form Jim's Circuit Board Manufacturing Co.	
Name	
Time, day and date of accident	
Location of accident	
What was the injury	
Alleged cause of accident	
Was the injured person wearing personal protective equipment (if yes, please describe)	
Describe the medical treatment provided	
Was anyone else involved	
Were there any witnesses	
To whom and when was the accident reported	
Was counseling offered	
Outcome of accident	
Employee signature	Bob Turner
Employer signature	Barry Smith

Reading & Writing

Task 2: Draft a formal letter advising a worker of a possible promotion. Review and edit the letter checking spelling, grammar and meaning of text.

Case: John Smith, employee at Jims Manufacturing Co. has been with the company for 4 years and has proven his capabilities on numerous occasions. The CEO of the company wants to offer John a promotion which includes a pay rise as well as longer hours and more work. John will also be given a work truck and phone to use at no cost if he agrees to the terms.

- His hours will increase by at least 2 hours per day and he will need to be available on his work phone 24/7
- A brand new work ute will be provided along with fuel cards and registration paid for by the company
- Hourly wage will increase by \$9.50 per hour

**Jerry's Manufacturing Co.
123 Gonsalis Pde
Pentville ABC 1235**

Dear Mr Smith

SUBJECT: Formal offer of workplace promotion

Final Recording Form

Candidate name:

Trainer/Assessor:

Course: FSK20113 Certificate II in Skills for Work and Vocational Pathways

Code	Foundation Skill – ACSF Level 3	Completed	Date
FSKWTG08 Complete routine workplace formatted texts	Reading & Writing	Task 1	
	Reading & Writing	Task 2	
	Speaking & Writing	Task 3	
	Reading & Writing	Task 4	
	Writing	Task 5	

Student is Satisfactory Not Yet Satisfactory

Signed: (Candidate) Date:.....

Signed:..... (Assessor) Date:.....