

# Task Cards

State the purpose, outcome, goal or product

List the procedure, step by step

Use clear, concise "do statements"

Display prominently & predictably at the activity center

- Cardboard mounted on book ends
- Photo frames
- 1/2 inch binders with task clipped onto cover
- Write into composition book with current page marked by large clips
- Write, staple or clip into/onto sturdy file folders
- Chart paper at stand or on wall of center
- Slip into page protectors
- Your ideas:

Helpful hints:

Use rebus writing for early readers

Type or write clearly, neatly and perhaps colorfully; model careful work

If the day's task is a part of a larger unit plan, separately state today's task

- have due-date or milestone check boxes on students' unit plan
- highlight today's portion on center task display

The materials/assessment portion of the task need not be displayed on task card (see samples in Hilberg, et al); Keep it as concise as possible.

## Today's Task

✓ Using the guidelines, design a task card for a 20 minute center in your classroom.

✓ On the back of the task card, list the following:

materials you will provide at the center;

materials or supplies the students will bring to the center;

how you plan to display the task card;

how you will assess the success of the task.

✓ Share with a partner; using guidelines, critique your task cards.

✓ Be prepared to tell us something you learned about task cards and their development.