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Your tasks

Learn about your tasks below.



Read stories to the children

Choose and read age appropriate stories to the children.



Plan activities for the children

Help plan the activities the children will do each week.



Write down information about children or incidents that may happen

Help record information using the workplace forms.



Contribute to team meetings and staff meetings

Share information with other team members and staff.



Day 1

Sarah talks to you about the information that is produced at Hillsberry Day Care. She explains that you will need to write documents if:

- A child is hurt
- A parent needs information
- You need to complete a workplace form
- You need to explain something or send a message to Sarah

She explains the importance of using the right text for the right purpose. A text is a document that holds information.

A workplace text is a document with information about the workplace or that you use at your workplace. You will write workplace documents at Hillsberry Day Care for different reasons.

It is important to choose the correct document and understand what different documents are used for.

Grammar

Grammar is a set of rules about how to use words in a sentence.

A sentence is a group of words that make up a complete idea.

A sentence always starts with a capital letter (sometimes called an uppercase letter).

Verbs and tenses

Every sentence has a verb. A verb is a 'doing' word. For example:

- A physical action: swim, write, jump
- A mental action: think, guess, imagine
- A state of being: I am, it is, there are

Here are some examples:

- I am an early childhood educator.
- Sarah plays with the children.
- Matt gives the children a drink.
- Ari thinks of activities for the children.



Organising information

When you are organising the information in your text, you should:

- Put the most important information first
- Structure the text logically
- Use a new paragraph for each new idea or point (a paragraph has a blank line before and after it)

Writing a draft

After you have planned what you are going to write, you should write a draft.

A draft is the first copy that you make when you are writing. It is also called a rough copy, because you make changes to it. When you have finished making changes, it is called a final draft or final copy.

You should use your plan and the structure that you have chosen to write your draft.

Here is an example draft using the plan and structure.

The diagram illustrates the structure of an email draft. On the left, four blue rounded rectangles are labeled: 'Subject line', 'Greeting', 'Middle — main message', and 'End'. Arrows point from these labels to the corresponding parts of an email form on the right.

The email form consists of a header section and a main body section. The header section has fields for 'To...' (Jun Huang), 'Cc...' (empty), and 'Subject' (Information about Lin). The main body section contains the following text:

Hi Jun,

I am writing to let you know how your daughter, Lin, has gone on her first day. She ate all her food at lunchtime.

She was a bit shy at first, but she played nicely with the other children.

Today, she participated in these activities:

- Played outside with a ball
- Drew a family picture

Please let me know if you need any more information.

Regards,
Lee

Finalising the document

When you finalise a document, it means that the document is finished.

All the changes have been made and the document is ready. Your checklist should look like this:

Document checklist
✓ Has all relevant information been included?
✓ Is the information in the right order?
✓ Is the text set out correctly?
✓ Are the words spelled correctly?
✓ Have I used the right punctuation?
✓ Have I used capital letters correctly?
✓ Is the document readable?
✓ Is the document appropriate for the audience?
✓ Does the document meet its purpose?