**TARGET Task NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **

***Interviewee*'s data:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_**

**Company representative Domain expert Trainer Potential task user**

**Associated recordings:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Associated samples/materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **1. Contextual information**  Domain: (e.g. marketing, sales...)  Who typically performs of this task / in what positions? (e.g. managers, technical experts, operators, sales person...only in your position)  Level of training required: |
| **2. General Focus and purpose(s)/goal(s) of this task**  In your view, what is the goal or goals of this task?  ***How*** is this task performed? (provide a brief description)  ***How much time*** do you need to complete this task on average?  ***When***? (temporal setting: at which stage in a longer sequence? how regularly?) |

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| **3. task / event features (based on Bosswood and Marriott, 1994)** |
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| **4. SKILLS, CONCEPTS AND LANGUAGE** 4.1. Types of competences/skills required for this task (based on Bloom's Taxonomy) In your view, what skills are required to carry out this task?  High order skills (e.g. comparing, organizing, ….).  Low order skills: (e.g. gathering info, classifying, summarizing, …) |
| 4.2. Attitudinal values, concepts, and norms which are important for successful performance What type of *attitudes* are important for the successful performance of this task?  Any *culturally specific* aspects associated with this task? |
| 4.3 Type of language required for this task Mainly receptive Mainly productive Both  Any specific *terms*? (e.g specialized or technical vocabulary; )  Any specific *expressions*? (e.g. idioms or useful word combinations)  Any specific *phonological features* (tone/intonation)? (e.g. raising intonation to sound positive)  Any specific *grammatical features*? (e.g. use of highly complex questions)  Any particular *pragmatic/discursive moves* (e.g. use of commands or requests; persuasive language; rhetorical devices; control of conversational turns).  Style and *level of formality* of the language? (e.g. straightforward and to the point; strategically distant; convoluted and confusing; extremely formal and intentionally over polite, laid-back,...).  Is *language variation* expected? (e.g. adaptability to different registers with different people). |

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| **5. Sequence of Procedures**  Indicate the *steps* involved in this task and the languages (French? English? Others?) required for each step.  input  in English?  in French?  **Outcome**  Step n  in English?  in French?  Step 1  English?  French?  **...**  output  in English?  in French?  ...  in English?  in French?  output  Step 2  output  in English?  in French?  Step 3  output  - What are the sources of input in each case? (e.g. the clients themselves, specialized texts, audio or video materials?  - What is the output of each step/phase? (e.g. a text, an oral or written decision, an action, another task).  Indicate the *target sub-tasks* related to this target task  Target sub-task  This target task  Does the task appear in a sequence? What other tasks does it depend on and will it be followed by?  this task  **... ...**  Are there any tasks than need to be performed simultaneously? (e.g. note-taking during video-conferencing). |

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| **6. SOURCES OF DIFFICULTY/COMPLEXITY**  Consider all the tasks you do. Then rate the level of complexity/difficulty of this task on the following scales:  Low mental effort 1 2 3 4 5 6 7 8 9 High mental effort  Low difficulty 1 2 3 4 5 6 7 8 9 High difficulty­­­  Low anxiety 1 2 3 4 5 6 7 8 9 High anxiety  Low stakes 1 2 3 4 5 6 7 8 9 High stakes  What makes the task more simple or more complex? (e.g. tasks characteristics, available resource, time constraints, multi-tasking, interlocutors, intercultural differences, external factors? A combination of factors?)  Can you give us an example of a simple version of this task? And a complex version? |
| **7. Evaluation:**  What criteria would you suggest for the evaluation the performance of this task and its outcome?  Performance Outcome  Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Criterion 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Criterion 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Criterion 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Criterion 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Criterion 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In general, what is a 'recipe for disaster' in the performance of this task?  In general, what is a 'recipe for success" in the performance of this task? |