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

***Interviewee*'s data:**

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

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

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

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

|  |
| --- |
| **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?) |

|  |
| --- |
| **3. task / event features (based on Bosswood and Marriott, 1994)** |
|  |
|  |
|  |

|  |
| --- |
| **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). |

|  |
| --- |
| **5. Sequence of Procedures** Indicate the *steps* involved in this task and the languages (French? English? Others?) required for each step.inputin English?in French?**Outcome**Step nin English?in French?Step 1English?French?**...** outputin English?in French?...in English?in French?outputStep 2outputin English?in French?Step 3output- 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 taskTarget sub-taskThis target taskDoes 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). |

|  |
| --- |
| **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 effortLow difficulty 1 2 3 4 5 6 7 8 9 High difficulty­­­Low anxiety 1 2 3 4 5 6 7 8 9 High anxietyLow stakes 1 2 3 4 5 6 7 8 9 High stakesWhat 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 OutcomeCriterion 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? |