

LISTENING AND FLOWCHARTING METHODS

Performance Standards 4A.I

Students will listen to a set of directions read by the teacher and will create a flowchart, which illustrates those instructions accurately.

- *Flowcharting points of identification:* draw points on a flowchart that corresponds to the procedures being heard.

Procedures

1. *In order to listen effectively in formal and informal situations (4A)*, students should experience sufficient learning opportunities to develop the following:
 - Demonstrate understanding of material, concepts and ideas in formal/informal presentations.
 - Analyze, synthesize and evaluate information from recorded materials and live presentations.
 - Ask probing (self), idea-generating questions and make appropriate statements to clarify and add to meaning.
 - Analyze and evaluate verbal and nonverbal cues.
 - Modify, control, block out both internal and external distractions.Good listening skills are extremely important. Following instructions precisely and accurately is fundamental to the process of writing computer programs. To make unwarranted assumptions or lack clarity in one's thinking could be disastrous to the final outcome of the program. This assessment aligns with the Illinois Workplace Skill H1 (Solving Problems and Critical Thinking /Identify the problem).
2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Business students should be familiar with and have practice in flowcharting or some other logic technique.
4. The teacher will create a few sets of directions for student practice.
5. The business student will be familiar with active listening techniques.
6. The teacher will read aloud (one time only) a set of instructions necessary to perform car maintenance (or another procedure), and students are to create a flowchart which would accurately reflect the complete process.
7. The teacher will evaluate the flowchart for accuracy against the master copy in the teacher's directions.
8. The teacher will evaluate each flowchart against the master copy, deducting for each missing component of the final product.
9. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

Examples of Student Work

- [Meets](#)
- [Exceeds](#)

Time Requirements

- One class period

Resources

- Pencil and paper
- Copies of the blank flowchart with legend
- Listening and Flowcharting Methods Directions
- Listening and Flowcharting Methods Answer Key
- Listening and Flowcharting Methods Rubric

LISTENING AND FLOWCHARTING METHODS

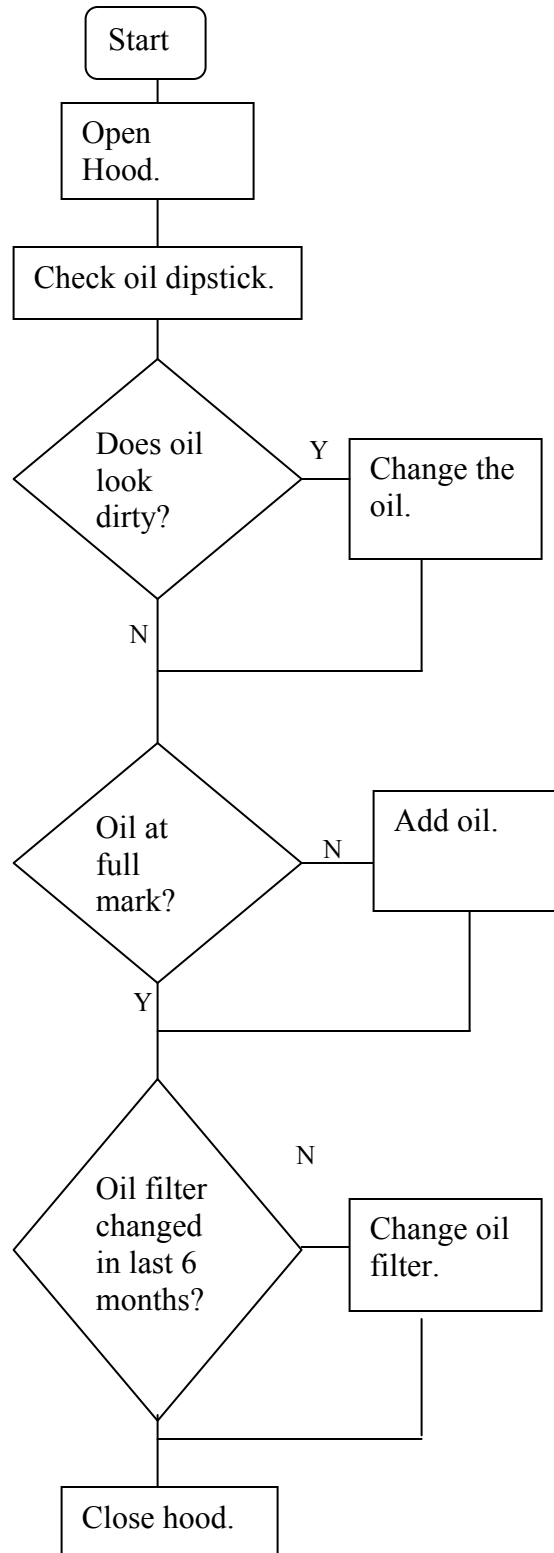
Directions

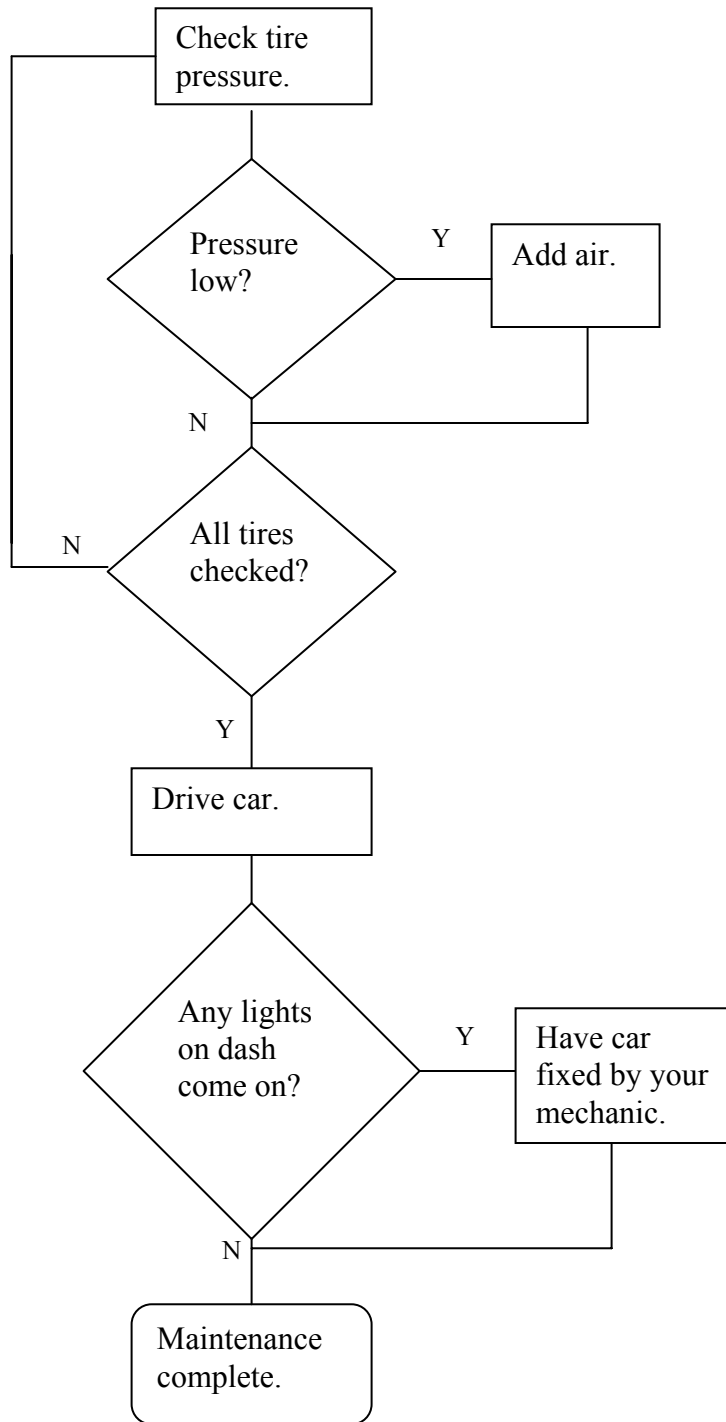
Read these directions aloud to the class, pausing after each sentence, for students to complete the section of the flowchart described therein.

1. Put your name in the lower left-hand corner of a blank listening flowchart page. Then follow this set of directions which will be read only once:
2. Take a moment to familiarize yourself with the legend in the lower left hand corner of the page.
3. We will now flowchart Car Maintenance Procedures:
4. Open hood of car.
5. First we will check the oil level and quality by checking oil dipstick.
6. Does oil look dirty?
7. If so, change the oil.
8. Is oil level at the full mark?
9. If not, add oil.
10. Has oil filter been changed in the last six months?
11. If not, change the filter.
12. Close hood.
13. Now we will check tire pressure.
14. Is tire pressure low?
15. If so, add air.
16. Are all tire checked?
17. If not, check tire pressure in next tire until all tires are checked.
18. Drive car.
19. Do any lights on dash come on?
20. If so, call a mechanic to get fixed.
21. Maintenance completed.

LISTENING AND FLOWCHARTING METHODS ANSWER KEY

Points to be identified in each flowchart include:





Flowchart 1 – 18 items

1. Open hood.
2. Check oil dipstick.
3. Does oil look dirty?
4. If so, change oil.
5. Is oil level at the full mark?
6. If not, add oil.
7. Has oil filter been changed in the last six months?
8. If not, change the filter.
9. Close hood.
10. Check tire pressure.
11. Is tire pressure low?
12. If so, add air.
13. All tires checked?
14. If not, check pressure in text tire.
15. Drive car.
16. Any dash lights come on?
17. If so, call mechanics to get fixed.
18. Maintenance completed.

LISTENING AND FLOWCHARTING METHODS

NAME _____ DATE _____





- Exceeds standard (must have 17 - 18 items correctly placed)
- Meets standard (must have 14 - 16 items correctly placed)
- Approaches standard (must have 8 - 13 items correctly placed)
- Begins standard or absent (must have 0 - 7 items correctly placed)

Flowchart Points of Identification	
4	<ul style="list-style-type: none"> • Seventeen to eighteen points of the chart are properly identified. • All identified points are properly connected as indicated in the directions. • Chart connects from start to end.
3	<ul style="list-style-type: none"> • Fourteen to sixteen points of the chart are properly identified. • Most of the identified points are properly connected as indicated in the directions. • Chart connects from start to end.
2	<ul style="list-style-type: none"> • Eight to thirteen points of the chart are properly identified. • Some of the points are connected as indicated in the directions. • Chart does not fully connect from start to finish.
1	<ul style="list-style-type: none"> • Seven or fewer points of the chart are properly identified. • Few or None of the points are connected as indicated in the directions. • Chart does not connect from start to finish.
Score	

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
Total: _____

LISTENING FLOWCHART

LEGEND

Process	
Decision	
Arrows to connect steps	
Start/stop	

Draw your steps in the space provided. Use the shapes in the legend to show all processes and decisions from start to finish. Connect with arrows all entries on the chart.

NAME _____