

# EFF Assessment Task

## *Fire Prevention at Work and in the Home*

### Characteristics of this Assessment Task

#### **Action (Performance Goal)**

Read an informational selection on fire safety and use the information from it to identify ways to prevent fire at work and in the home and give examples

#### **Text Type**

Lists of fire prevention tips - small blocks of continuous informational text with simple sentence structure

#### **Content**

Everyday vocabulary with some specialized, polysyllabic words related to fire safety

#### **Environment**

Familiar, comfortable setting (such as classroom)

#### **Estimated time to complete task**

35 minutes

#### **Materials**

Informational Reading – labeled “Preventing Fires at Work and at Home”

Answer sheets 1 and 2

Reading Strategies Observation Form

Highlighters, pens/pencils, dictionaries (bilingual dictionaries may be used in addition to English dictionaries)

#### **Knowledge and strategies that will be assessed**

(proficient performance on this task will require fluent and independent use of the following knowledge and strategies)

- Recognizing some specialized words and abbreviations using word analysis, inference, context clues, or other tools (dictionary)
- Familiarity with everyday and some (relatively basic) specialized content knowledge and vocabulary
- Locating important information in text using a wide range of strategies (such as skimming, scanning, identifying key words, and using titles and graphics/pictures)
- Monitoring and enhancing comprehension using a wide range of strategies (such as posing and answering questions, trial and error, adjusting reading pace)
- Organizing information using some strategies (such as recall, restatement, simple sequencing, simple categorization)
- Recalling prior knowledge and combining it with new information

**Additional knowledge and strategies that may affect performance on this task**

Some familiarity with fire safety methods

**Evidence of learner performance that will be collected using this assessment task**

***Observations***

1. Reading Strategies Observation Form

***Work Products***

1. Completed Question/Answer sheet forms (Answer Sheets 1 and 2)

## **Step-by-step procedures for administration**

This task is administered to an individual learner or a small group of learners. There is no time limit on this task, but it should take no more than 35 minutes to complete. You may repeat any of the steps as needed, but repetition must be in English and you must read the steps exactly as they are written in the scripts. You may also model any requirement of the task to help clarify, as needed.

**Step 1.** Explain the task requirements/expectations to the learners:

*This task assesses how well you can read and understand information about preventing fires.*

**Step 2.** Pass out copies of “Preventing Fires at Work and at Home.” Ask the learners to read this information:

*Please read this information about fire prevention at work and at home silently to yourself. You can use a dictionary if you find a word you don't understand while you are reading. You can make notes or highlight on this information if it will help you.*

*Do you have any questions?*

After answering student questions (or if there are none), say:

*Please begin reading now. When you are finished, please look at me.*

**Step 3.** Collect all of the dictionaries. Pass out copies of Answer Sheets 1 and 2. Ask the learners to answer the questions on the answer sheets based on the information they found in the reading:

*Using the information you just read write answers to the vocabulary questions on Answer sheet 1. You may refer to the “Preventing Fires at Work and at Home” reading, but you may not use a dictionary to help you answer these questions. When you have finished answering the vocabulary questions, write answers to the short-answer questions on Answer Sheet 2. In some cases, there is more than one right answer to a question. You may refer to the “Preventing Fires at Work and at Home” reading while you answer these questions. When you are finished answering both sets of questions, look up at me.*

*Do you have any questions?*

After answering student questions (or if there are none), say:

*Please complete the two answer sheets now. When you have finished, please bring me your Answer Sheets and your copy of the reading.*

**Step 4.** During the time the student is working on the tasks in steps 2 and 3, observe the student, looking for evidence of the use of reading strategies. Write down any observations on the Reading Strategies Observation Form.

**Step 5.** Collect all task materials and record approximate time taken by each student to complete the task.

Name:

## Answer Sheet 1

### Directions:

Look at the vocabulary words numbered 1 through 7 on this answer sheet. Find those same vocabulary words in the “Preventing Fires at Work and at Home” reading. You can circle or highlight these 7 words in the reading if it will help you.

Match each vocabulary word to its correct definition by putting the letter of the correct definition (A through I) on the blank next to the word.

### Vocabulary Words

- \_\_\_\_\_ 1. hazard
- \_\_\_\_\_ 2. flammable
- \_\_\_\_\_ 3. intruders
- \_\_\_\_\_ 4. fire extinguishers
- \_\_\_\_\_ 5. portable
- \_\_\_\_\_ 6. escape
- \_\_\_\_\_ 7. smoke detectors

### Definitions

- A. people who enter property illegally
- B. a way out
- C. something dangerous
- D. what happens when grease catches fire
- E. something that can put out fire
- F. something that can be set on fire
- G. alarms that sense fire
- H. a special telephone that calls the fire department
- I. moveable

**Name:**

**Answer Key for Answer Sheet 1**

**Directions:**

Look at the vocabulary words numbered 1 through 7 on this answer sheet. Find those same vocabulary words in the “Preventing Fires at Work and at Home” reading. You can circle or highlight these 7 words in the reading if it will help you.

Match each vocabulary word to its correct definition by putting the letter of the correct definition (A through I) on the blank next to the word.

**Vocabulary Words**

**Definitions**

C \_\_\_\_ 1. hazard

A. people who enter property illegally

F \_\_\_\_ 2. flammable

B. a way out

A \_\_\_\_ 3. intruders

C. something dangerous

E \_\_\_\_ 4. fire extinguishers

D. what happens when grease catches fire

I \_\_\_\_ 5. portable

E. something that can put out fire

B \_\_\_\_ 6. escape

F. something that can be set on fire

G \_\_\_\_ 7. smoke detectors

G. alarms that sense fire

H. a special telephone that calls the fire department

I. moveable



Name:

### Answer Key for Answer Sheet 2

**Directions:** Write a short answer for each question based on what you read in the text. In some cases, there is more than one right answer to a question. You may refer to the “Preventing Fires at Work and at Home” reading while you answer these questions.

1. Describe three ways to prevent fires at work.

There are many acceptable answers, however, a proficient response should include 3 items found in the reading under “Workplace Fire Safety”.

*Examples include: keep workplace clear of trash, storage areas should be kept neat, equipment should be kept maintained, flammable liquids should be stored safely, secure the building from intruders*

2. Describe three ways to prevent fires at home.

There are many acceptable answers, however, a proficient response should include 3 items found in the reading under “Fire Safety at Home”.

*Examples include: put portable heaters where they can't be knocked over, clean chimneys regularly, don't let children play with matches, never smoke in bed, don't leave candles unattended, keep flammable liquids away from fire sources, keep cooking areas clear of combustibles*

3. Based on the reading, what are two fire risks that may be present both in the workplace and at home? Circle two answers from the following list:

Cigarette smoking

Intruders

Grease fires in the kitchen

Fireplaces

Flammable liquids such as paint thinner

4. Can you think of any examples of how your home might be at risk for a fire?

Circle one:    Yes                      No

*The learner's answer here should be explained below. A proficient response should either name an appropriate fire risk in the home and what can be done to prevent it OR should explain what has been done to prevent a fire risk. Explanations may include information from the reading and from learner's knowledge and experience.*

If you answered yes, what is that risk? What can you do to prevent this risk?

If you answered no, what have you done to keep your home safe from fire risks?

## Reading Strategies Observation Form

**Learner Name:**

Assessor Note: Gather as much information as you can through direct observation while the student is completing the task. After the task is complete, you may also ask questions to help you to ascertain the reading strategies used and level of understanding of reading strategies e.g. limited, strong. (See rubric for more details on describing level of understanding of strategies.)

Did learner.....	Evidence
Use a dictionary to look up words?	
Underline or highlight key words?	
Take notes on paper?	
Reread to improve understanding?	
Read titles and headings first to get an idea of what the text says	
Go back and forth between both papers, combining ideas?	
Put ideas in some kind of sequence?	
Relate what was read to things already known?	
Other?	

Level of understanding of reading strategies:

## Preventing Fires at Work and at Home

### Workplace Fire Safety

1. Trash and clutter are fire hazards. General trash should not be allowed to pile up. Keep workplaces clean and clear of trash.
2. More big fires start in storage areas. Badly stored goods may help to spread fire or prevent firefighters from getting to the source of a fire. Storage areas should be neatly kept.
3. Cigarette smoking is a large fire risk. Smoking should be prohibited in all areas except those designated for smoking.
4. Machinery and equipment that is not maintained is a fire hazard. Machinery and equipment should be inspected regularly.
5. Many liquids are flammable, such as paint, lacquer, solvents, and thinners. These liquids should be carefully stored and kept away from possible sources of fire.
6. Heating and lightning systems are sources of fire and flammable items should be kept away from them.
7. Intruders often start fires. Entrances should be kept secure and grounds should be maintained to deny intruders access to roofs and walls.
8. Everybody in the workplace should be trained in fire safety and should know what to do if a fire breaks out.
  - a. Staff should be trained in the use of fire extinguishers
  - b. There should be a fire detection and/or sprinkler systems installed
  - c. Fire protection systems, such as extinguishers, should be regularly maintained
  - d. Fire drills should be held regularly
9. If a fire breaks out at work:
  - a. Operate the nearest fire alarm
  - b. Call the fire department
  - c. Use a fire extinguisher if it is safe to do so
  - d. Leave the building
  - e. Report to an assembly point
  - f. Do not re-enter the building until it is safe to do so

### Fire Safety at Home

1. Indoor heaters and fireplaces are fire hazards. Portable heaters should be placed where they cannot be knocked over and chimneys should be swept and maintained at least twice a year.
2. If you have children, make sure they are never left alone in the house and that matches and lighters are kept out of their reach.
3. Trash is a starting place for fire. It should be regularly cleared out of attics, cupboards, and from under the stairs.
4. Smoking is a fire risk. Smoke your last cigarette before going to bed and *never* in bed. Make sure there are plenty of ashtrays in the house and that cigarettes are always safely stubbed out.
5. Avoid leaving lighted candles unattended.
6. Flammable liquids – such as turpentine, paint strippers, solvents, insecticides, paints, and lighter fuel - that are used in the home should be used with care and properly stored away from sources of fire.
7. Keep cooking areas clear of combustibles and wear short or tight-fitting sleeves when you cook. Keep the handles of your pots turned inward so they do not over-hang the stove. If grease catches fire, carefully slide a lid over the pan and smother the flames, then turn off the burner. Never try to put a grease fire out with water.
8. Install smoke detectors. Check smoke detectors once a month and change the batteries at least once a year. At least one smoke detector should be installed on every floor of a house.
9. If a fire breaks out at home:
  - a. Get everyone out of the house and call the fire department. Do not place any emergency phone calls from inside a burning house
  - b. Make sure you have a safe fire escape method for all situations
  - c. Keep doors shut in the room in which fire is believed to have broken out

## Scoring Rubric for “Fire Prevention at Work and in the Home” (Level 4)

Student Name:

Unable to Score	Beginning	Proficient	Advanced
	<ul style="list-style-type: none"> <li>• Familiarity with everyday words and specialized vocabulary needs improvement; correctly matches 5 or fewer vocabulary words in the reading to their definitions on Answer Sheet 1</li> <li>• Demonstrates a limited ability to locate information by being able to correctly answer 2 or fewer of the 4 questions on Answer Sheet 2</li> <li>• Shows little use of reading strategies to enhance comprehension and organize information</li> <li>• Answer to question 4 does not indicate the effective application of prior knowledge; little to no introduction of information not in the reading combined with the application of new knowledge from reading</li> <li>• Has some difficulty completing the reading task without direction or support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Shows sufficient familiarity with everyday words and some specialized content and vocabulary by correctly matching at least 6 out of 7 vocabulary words in the reading to their definitions on Answer Sheet 1</b></li> <li>• <b>Demonstrates sufficient ability to locate information by correctly answering 3 of the 4 questions on Answer Sheet 2</b></li> <li>• <b>Shows effective use of reading strategies to monitor and enhance comprehension and organize information</b></li> <li>• <b>Answer to question 4 reveals some ability to recall prior knowledge and combine it with new information to appropriately answer question; introduces information not in the reading and uses this with new information from reading appropriately with few major errors</b></li> <li>• <b>Completes reading task with little apparent difficulty, needing little direction or support</b></li> </ul>	<ul style="list-style-type: none"> <li>• Shows strong familiarity with everyday words and specialized content and vocabulary by correctly matching the 7 vocabulary words in the reading to their definitions in Answer Sheet 1</li> <li>• Demonstrates a very good ability to locate information by correctly answering all 4 questions on Answer Sheet 2</li> <li>• Shows strong use of reading strategies to monitor and enhance comprehension and organize information</li> <li>• Strong, effective use of prior knowledge to answer question 4; introduces information not in the reading and uses this with new information from reading to provide a reasonable explanation to answer to question 4 with few minor errors</li> <li>• Completes reading task without hesitation, direction, or support</li> </ul>