

Task Analysis Recording Sheet

Dialing a Phone Number (Smart Phone)

Client Name:

Trainer Name:

Date																		
Initials																		
1. Pick up phone																		
2. Unlock phone (if necessary)																		
3. Press phone symbol																		
4. Press keypad symbol																		
5. Dial number																		
6. Press phone symbol																		
7. Bring phone to ear																		
8. Wait for someone to answer																		
9. Say "Hello this is _____" and say your reason for calling																		

Once the above steps are acquired, teach the client what to do in a variety of different situations:

1. Ask them to find someone's phone number from a page in which several numbers are written.
2. Teach them what a busy signal sounds like and what to do when you hear one.
3. How to dial emergency numbers (police, ambulance, etc.)

NOTES

Types of Prompts

I = Independent (completely independent, no help needed whatsoever. Specify whether it is independent when transferred to different environments)

V = Vague Verbal (no direct reference to what has been done. Example: did you forget something?)

SV = Specific Verbal (specific reference to what has been done. Example: “now pick up the toothpaste”)

G = Gestural (using a gesture to give the client a good idea of what needs to be done. This often is accompanied by a specific verbal prompt)

M = Model (trainer completes the step/task first to demonstrate. Example: show the client how to push a button)

P = Physical (trainer does the step/task with the client using a physical prompt (e.g., gentle nudge, hand-under hand, hand-over-hand))

N = Not Applicable