

Grade 7 EMS Worksheet

Assessment Task: Filing Documents

Filing the fastest! (Pair activity)

Work with a partner. Each of you should cut an A-4 piece of cardboard or paper into 12 rectangles.

Now you should each write down an alpha-numeric number on each card, consisting of two alphabet letters followed by two numbers, for example AB02.

Assign one series of numbers to each person so that you don't duplicate.

Now shuffle your cards and put the stack face down.

When you are ready, take the other person's stack and start sorting them in sequence. See whose filing is done first.

Peer assessment checklist

Criteria	Yes	No
My partner could arrange all the cards in the correct order.		
My partner understands how alpha-numeric filing works.		
My partner showed tolerance and patience when we played this game.		
My partner and I worked together well and enjoyed the game.		

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Suggested Solutions

Not applicable.

Appendix of Assessment Tools

Peer assessment checklist

Criteria	Yes	No
My partner could arrange all the cards in the correct order.		
My partner understands how alpha-numeric filing works.		
My partner showed tolerance and patience when we played this game.		
My partner and I worked together well and enjoyed the game.		