



Enter the number of the unit here.

Indicate the title of the unit here.

UNIT X. NAME OF THE UNIT

Tasks

The questionnaire and tasks proposed next are just a recommendation. Trainers are free to implement them as they consider best.

Style: EASIT_Title0

Table of Contents

Questionnaire	2
Questionnaire answer key	6
Element X. Name of the element	7
Task X. Name of the task	7
Student handout (optional)	8
Task answer key (optional)	8
Task X. Name of the task	9
Student handout (optional)	10
Task answer key (optional)	10
Element X. Name of the element	11
Task X. Name of the task	11
Student handout (optional)	12
Task answer key (optional)	12
Task X. Name of the task	13
Student handout (optional)	14
Task answer key (optional)	14

Once you finish editing the document, right-click on the table of contents and update it. It is automatic and it should include the headings of the document.

Just in case the styles are:
EASIT_TOC1 for the first level,
EASIT_TOC2 for the second level and
EASIT_TOC3 for the third level.

This document is based on the EASIT template, which has preset text styles so that you do not need to do any editing. However, in case you do, the body-text font is Verdana, 12 points, left aligned, 9-point spacing before and after, 1.5 line spacing.

In the footer introduce the unit number after "U"; then add a space and "- Tasks" in the end.

Use this footer as the name of the file.

We will be creating one file per unit.



Enter the number of the question here.

Questionnaire

Style: EASIT_Title 1 (unnumbered)

1. Write your question here.
 - a) Include possible answer here.
 - b) Include possible answer here.
 - c) Include possible answer here.
 - d) Include possible answer here.

Style: EASIT_List_Ordered_2

2. Write your question here.
 - a) Include possible answer here.
 - b) Include possible answer here.
 - c) Include possible answer here.
 - d) Include possible answer here.
3. Write your question here.
 - a) Include possible answer here.
 - b) Include possible answer here.
 - c) Include possible answer here.
 - d) Include possible answer here.

4. Write your question here.
 - a) Include possible answer here.
 - b) Include possible answer here.
 - c) Include possible answer here.
 - d) Include possible answer here.

- **Questionnaires will be based only on video lectures.**
- **Each unit will have 1 questionnaire.**
- **Each questionnaire should have around 15 questions.**
- **Each question will have up to 4 possible answers.**
- **There may be 1 or several correct answers per question.**
- **Images may be included in the questions and/or answers.**

Once you finish editing the document:

1. Update the file properties. Go to File > Properties > Summary and fill them in as follows:

Title: EASIT: Easy Access for Social Inclusion Training

Subject: Write the type of document (e.g. Reading list, Additional material)

Author: Write the name of the partners who are in charge of this Unit

Company: Write the name of the institutions that are in charge of this Unit

Category: Teaching materials

Keywords: easy-to-read content; cognitive accessibility; plain language; easy-to-understand content

2. **Remember to go through the Accessibility Checklist!**



5. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

6. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

7. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

8. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.



9. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

10. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

11. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

12. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.



13. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

14. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.

15. Write your question here.

- a) Include possible answer here.
- b) Include possible answer here.
- c) Include possible answer here.
- d) Include possible answer here.



Questionnaire answer key

1. a
2. d
3. a, d
4. b
5. b
6. d
7. a
8. d
9. c
10. c
11. a
12. b, c
13. a
14. a
15. d

To add the answer key of the questionnaire, indicate the question number and the letter(s) corresponding to the correct answer(s).



Enter the number of the element here.

Indicate the title of the element here.
Style: EASIT_Title1 (unnumbered)

Element X. Name of the element

Task X. Name of the task

Aim(s):

Enter the title of the task here.

Enter the aims of the task here.

Enter the number of the task here.
Style: EASIT_Title 2 (unnumbered)

...

Grouping: Introduce whether the task is individual, in pairs or in groups. Specify the number of maximum persons per group.

Approximate timing: Indicate the approximate timing of the task here (in minutes).

Material and preparation needed:

Explain what material will be needed and what should be done before starting the task here.

...

...

Development:

Explain how the task will be developed here (who will be doing what and when).

...

...

Additional comments:

Make any additional comments you deem necessary for the task here.

...

Student handout (optional)

Style: EASIT_Title 3 (unnumbered)

Add any information especially intended for the students, if deemed necessary. If not, delete this subsection.

...

...

Task answer key (optional)

Style: EASIT_Title 3 (unnumbered)

Add the answers or solutions to the task. If not necessary, just delete this subsection.

...

...

To add further tasks, copy and paste the section on a new page by inserting a page break.
Do not forget to change the newly pasted task number and name.



Task X. Name of the task

Aim(s):

Enter the aims of the task here.

...

Grouping: Introduce whether the task is individual, in pairs or in groups. Specify the number of maximum persons per group.

Approximate timing: Indicate the approximate timing of the task here (in minutes).

Material and preparation needed:

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Development:

Explain how the task will be developed here (who will be doing what and when).

...

...

Additional comments:

Make any additional comments you deem necessary for the task here.

...



Student handout (optional)

Add any information especially intended for the students, if deemed necessary. If not, delete this subsection.

...

...

Task answer key (optional)

Add the answers or solutions to the task. If not necessary, just delete this subsection.

...

...

Element X. Name of the element }

Task X. Name of the task

Aim(s):

Enter the aims of the task here.

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Grouping: Introduce whether the task is individual, in pairs or in groups. Specify the number of maximum persons per group.

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Development:

Explain how the task will be developed here (who will be doing what and when).

...

...

Additional comments:

Make any additional comments you deem necessary for the task here.

...

To add further elements, copy and paste this bit on a new page by inserting a page break. Do not forget to change the newly pasted element number and name.



Student handout (optional)

Add any information especially intended for the students, if deemed necessary. If not, delete this subsection.

...

...

Task answer key (optional)

Add the answers or solutions to the task. If not necessary, just delete this subsection.

...

...



Task X. Name of the task

Aim(s):

Enter the aims of the task here.

...

Grouping: Introduce whether the task is individual, in pairs or in groups. Specify the number of maximum persons per group.

Approximate timing: Indicate the approximate timing of the task here (in minutes).

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Explain what material will be needed and what should be done before starting the task here.

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Development:

Explain how the task will be developed here (who will be doing what and when).

...

...

Additional comments:

Make any additional comments you deem necessary for the task here.

...



Student handout (optional)

Add any information especially intended for the students, if deemed necessary. If not, delete this subsection.

...

...

Task answer key (optional)

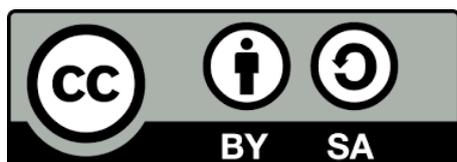
Add the answers or solutions to the task. If not necessary, just delete this subsection.

...

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