**Task Analysis- Gift Wrapping**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending Date:\_\_\_\_\_\_\_\_\_\_\_\_

Rating Scale

 5- Excellent

 4- Above Average

 3- Average

 2- Below Average

 1-Unacceptable

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| --- | --- | --- | --- | --- | --- |
| **Performance** | **1** | **2** | **3** | **4** | **5** |
| Identify and gather materials to complete order |  |  |  |  |  |
| Remove price tags from all gifts. |  |  |  |  |  |
| Place the gift in box and seal with tape. |  |  |  |  |  |
| Unroll the wrapping paper (on a hard or flat surface)  |  |  |  |  |  |
| Lay the box topside down over your wrapping paper. |  |  |  |  |  |
| Place the box in the middle of the paper, with the top facing down. Place it about halfway between the edge of the wrapping paper and the roll of wrapping paper |  |  |  |  |  |
| Wrap the paper over the box. Take the edge of the wrapping paper and wrap it around the box so it covers about half the box.  |  |  |  |  |  |
| Roll the tube of the wrapping paper over the box all the way to the other end of the box. The box should now be completely covered in wrapping paper |  |  |  |  |  |
| Cut the paper so the wrapping paper overlaps. The wrapping paper should overlap just slightly on top of the box.  |  |  |  |  |  |
| Cut a straight line across the upper layer of wrapping paper so it overlaps the bottom layer by a few inches or centimeters. |  |  |  |  |  |
| Tuck in the paper on the corners of the box. Two sides of the box will still have unfolded paper sticking out. Starting on one side, push both ends of the paper inward so they hug the corners of the box. |  |  |  |  |  |
| Crease the triangle-shaped folds. Once the ends are hugging the corners of the box, you will notice four triangle shape folds on each of the box's corners. Use your fingers to crease each fold to secure it. |  |  |  |  |  |
| Fold the upper and lower flap together. At this point, on the top and bottom of the box, there should be two trapezoid-shaped flaps. Push the top flap down and crease the edge to secure it. Then, push the bottom flap upward so it overlaps with the top flap. Again, crease the edge to secure the fold. |  |  |  |  |  |
| Secure the sides with tape. Take a piece of scotch tape. Tape the upper flap to the lower flap, placing the tape at the center of the box's side. This side of the box should now be fully concealed by wrapping paper. |  |  |  |  |  |
| Repeat on the other side. Turn the box around and repeat the exact same process on the other side. Press the wrapping paper at the box's corners inward. Crease all four triangle shape folds. Push the upper flap down and then the lower flap upward. Conceal the folds with tape. |  |  |  |  |  |

Comments/Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_