

Ask for Help Clearly: Apply and Create



Use the matching sheet ID when checking answers.

Use what you learned to explain, construct or apply an idea.

1. Ask for help with one part of a task.

Look for:

- Identifies a specific need.

One possible response: Could you show me how to start the first step?

2. Write a short help request and a useful reply.

Look for:

- Includes a clear request and relevant response.

One possible response: Could you explain the first step? First sort the cards by date.

Open responses use criteria and an illustrative response. Other well-supported responses can be acceptable.