item codebook
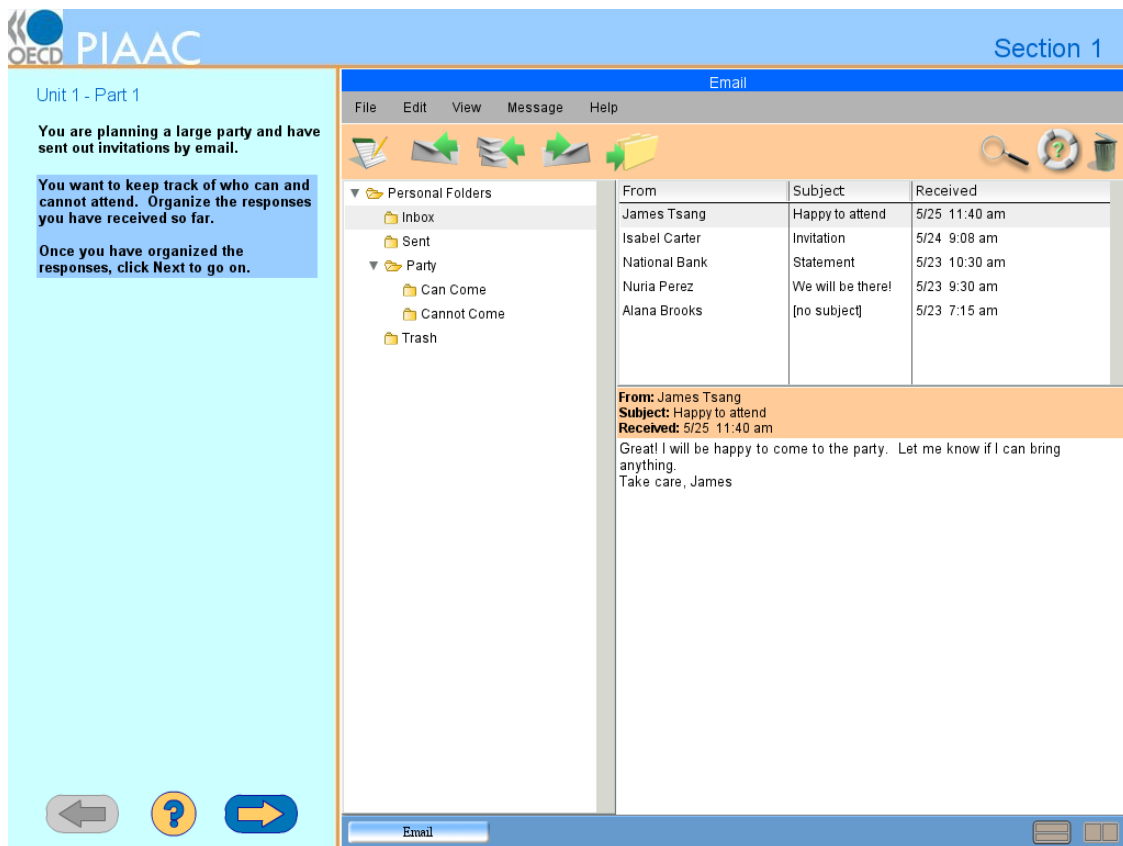
Jonghyun Yun

September 4, 2021

Contents

See the codebook! PS_BOOKLET_ITEM.csv

party_invitation-1

party_invitation-2

Unit 1 - Part 2

You are planning a large party and have sent out invitations by email.

Some of your guests are traveling to the party and will be staying overnight. Set up your email folders to keep track of who needs accommodations and organize these responses.

Once the responses are organized, click Next to go on.

Email

File   Edit   View   Message   Help

- ▼ Personal Folders
  - Inbox
  - Sent
  - ▼ Party
    - Can Come
    - Cannot Come
  - Trash

From	Subject	Received
Louisa Hester	Invitation	5/27 10:45 am
Anna Gonzalez	Response	5/27 10:45 am
Sam Cook	Party	5/26 9:10 am
Evan Larcelle	I will be there	5/26 8:26 am
Rianna Barclay	Reply	5/26 7:44 am

From: Louisa Hester
Subject: Invitation
Received: 5/27 10:45 am

We were so pleased to receive your invitation. We are looking forward to a great time! Do you have any suggestions on where we might stay? We would like to spend one night in a nearby hotel.

Email

cd_tally

PIAAC

Unit 2

You work at a small music store.

The manager has asked you to update the store's online inventory summary for this month.

Complete and submit the inventory form.

Once the form is complete, click Next to go on.

Web

File   Edit   Bookmark   Help

URL: http://ntweb.CDWorld.org

CD World

Updated Monthly Inventory		
GENRE #		**Total**
3003	(Blues)	
4004	(Classical)	21
5005	(Folk)	1
6006	(Jazz)	43
7007	(Rock)	9

Submit Completed Inventory

Web   Spreadsheet

sprained_ankle-1

PIAAC — OECD

Unit 3 - Part 1

You are looking for information about treating a sprained ankle and have found five websites.

Choose the ONE most appropriate evaluation of each site based only on the search results page, according to the following criteria:

- **USEFUL: site appears to have reliable and trustworthy information**

- **NOT AUTHORITATIVE: site not useful primarily because the author does not appear to be an expert on the topic**

- **BIASED: site not useful primarily because of the author's attempt to influence the audience**

- **NOT CURRENT: site not useful primarily because the information is out of date**

Once you have marked an evaluation for each site, click Next to go on.

Note that the links on this page are NOT active for this part of the unit.

Web

File   Edit   Bookmark   Help

URL: www.websearch.com/treatmentsprainedankle

Web Search   Treatment sprained ankle

Sprained Ankle Information
AnkleSmart offers products to help treat sprained ankles. ... available exclusively at this website... not available in stores.
www.anklesmart.com/Ailments-Sprained-Ankle

Sprained Ankle
Mid-eighteenth century treatments consisted of ... In the nineteenth century

Site Title	Useful	Not Authoritative	Biased	Not Current
Sprained Ankle Information	○	○	○	○
Sprained Ankle	○	○	○	○
Treat Sprained Ankle	○	○	○	○
Heal Your Ankle Sprain	○	○	○	○
Health Library: Sprained Ankle	○	○	○	○

Web

sprained_ankle-2

Unit 3 - Part 2

A friend has shown you five other web sites with information about treating a sprained ankle.

Click on the links to read the information on each site.

Which site do you think has the most reliable and trustworthy information?

Select your choice from the list below, then click Next to continue.

Web

File   Edit   Bookmark   Help

URL: www.websearch.com/treatmentsprainedankle

Web Search   Treatment sprained ankle

How to treat my sprained ankle? - Answers
I sprained my left ankle. I would appreciate some advice!
www.AnswersforYou.com/question

Treatment of a Sprained Ankle
Sprained ankles are very common orthopedic injuries. Treatment of a sprained
ankle . . .
www.orthopedics.inform.com/sprainedankle

How to Treat an Ankle Sprain
Successful treatment for a sprain.... Contact CustomerSupport@feelbetter.com
www.feelbetter.com/article

Ankle Sprain
Treatment for an ankle sprain. Use a brace for support, rest, ice for swelling. . .
www.medtreatment.com/guide-to-ankle-sprain-treatment

Treat ankle sprains
New treatment program for an ankle sprain. . . now available online
www.treatsprains.com

Web

tickets

Unit 4

You want to reserve football tickets for yourself and a group of 8 friends.

You would like to go to the Tigers games being played in Bakerton. Your friends have provided information about games they can attend via an online calendar.

Find games with available tickets. Reserve seats for all the games that your entire group can attend.

Once you have made the reservations, click Next to go on.

File   Edit   Bookmark   Help

URL: http://www.NovaTICKETS.com

NovaTICKETS   Online Calendar

NovaTICKETS.com

| Home | Music | Sports | Theater |

Browse and select our events:

Event:
- Select -

Location:
- Select -

Search

WE SELL TICKETS FOR ...

Major sporting events
Hockey, Golf, Football, Basketball, Tennis, Racing

Arts, Music and Shows
Concert Tickets, Theater Tickets, Comedy Tickets, Exhibit Tickets, Family Shows

Notices!

Event cancellations and changes

You can sell your Extra Tickets Here!

Web

class_attendance

OECD PIAAC

Unit 5

One of your co-workers has collected information about attendance at company training classes this year and emailed it to you.

Using the spreadsheet provided, organize the information to show the total participation for each training class by department.

Once you have finished, click Next to go on.

Email

File   Edit   View   Message   Help

Subject: Company Training Classes

Hi – Here is the information I found.
Of the class reviews we received, "Managing Email" was the highest rated with 24 employees from Production saying they would take it again. Production had its largest group of class participants with 84 employees taking classes this year. 43 went to the word processing class. 26 took "Managing Email".   6 of the 15 people who took the programming seminar said they would take it again, making it the lowest rated class.
54 employees in Marketing took classes this year. 35 did so in January and 19 in August. 32 took the word processing class, 7 went to "Managing Email", and 15 took the programming seminar.
58 people from Research attended classes this year. Of those, 42 said they would definitely take another company training class. Attendance was as follows: Managing Email = 12, Programming = 34 and Word Processing = 12.

Email   Spreadsheet

club_membership-1

OECD PIAAC

Unit 1 - Part 1

You are president of a local bike club and are responsible for the membership information.

The club secretary needs the ID number for Steven Lopez and has asked you to email it to her.

Once you have emailed the secretary, click Next to continue.

Spreadsheet

File   Edit   Data   Help

		ID #	Name	# Of Rides This Year	Years As A Member
☐	1	106	Richard Thomas	16	3
☐	2	109	Mark Hernandez	9	2
☐	3	110	Denise Hudson	1	1
☐	4	117	Kathleen Powell	9	3
☐	5	119	Jesse Carpenter	3	5
☐	6	120	Anne Fox	18	1
☐	7	122	Carlos Watkins	5	2
☐	8	124	Sara Andrews	15	4
☐	9	126	Louise Snyder	7	1
☐	10	129	James Johnson	6	1
☐	11	133	Louis Spencer	8	2
☐	12	140	Pamela Hughes	8	4
☐	13	143	Joyce Jordan	7	3
☐	14	145	Tisha Jones	2	2
☐	15	148	Samuel Boyd	5	1
☐	16	152	Karen Scott	2	2
☐	17	167	Judy Mills	9	2
☐	18	185	David Moore	13	6
☐	19	191	Patricia Smith	2	2
☐	20	194	Amy Brooks	5	2
☐	21	204	Frank James	5	3
☐	22	208	Heather Ellis	8	3
☐	23	215	Carol Stewart	6	2

Email   Spreadsheet

club_membership-2

book_order

PIAAC

Unit 2

You want to buy a digital photography book for a friend and have found these possibilities.

You need the book in time for your friend's birthday, which is in two weeks. It is also important that the book be for beginners. You would like to spend no more than $40 in total for the purchase.

Find the best book choice and click the 'Buy Now' button on that web page.

Once you have selected a book, click Next to go on.

Web

File   Edit   Bookmark   Help

URL: www.websearch.com/digitalphotography

Web Search

Digital photography beginners

Digital Photography Guide
All the essentials of digital photography
www.digitalmedia.com/photography

Learning Digital Photography
Paperback; delivery in 3-5 days
www.photopress.com/learning

All About Digital Photography
Basic information for beginners . . . Everything the beginning digital photographer needs.
www.onlinebooks.com/digital

Digital Photography
A basic guide. . . all the essentials of digital photography
www.booksellers.com/digitalphotography

Using Your Digital Camera
How to use advanced camera features and share photographs.
www.pisacretapress.com/usingdigital

Digital Photography Handbook for Beginners
A basic guide for beginners . . . all the essentials of digital photography
www.wellspring.com/ellers

Web

meeting_room

Section 2

Email

File   Edit   View   Message   Help

Unit 3

As part of your job, you handle requests for meeting room reservations.

Check the final set of email requests you have received for March 16.

Fill as many of these meeting requests as possible using the room reservation system.

Once you have handled all the requests, click Next to go on.

▼ 🗁 Mailbox
   🗀 Inbox
  ▼ 🗁 Meeting Rooms
     🗀 Reservations

From	Subject	Received
Stella Bens	March 16	2/15 11:30 am
Emily Anstel	Meeting	2/15 8:45 am
Dan Wu	Seminar	2/14 10:17 am
Joy Linzel	Room request	2/14 9:48 am

Email   Web   Word processor

11

reply_all

PIAAC

Unit 4

You have received the email shown.

Answer Emily and make sure that Maria and Kevin also receive Anthony's new address, which is:

334 Elmwood Avenue, Northfield, MO 64184

Once you have sent the address to everyone click Next to go on.

Email

File   Edit   View   Message   Help

Personal Folders
  Inbox
  Sent
  Trash

From	Subject	Received
Emily Hua	New Address	8/10 11:55 am
Kevin Ames	Hi	8/10 10:32 am
International Credit	View your statement online	8/10 9:46 am
Maria Taylor	[no subject]	8/10 7:14 am

From: Emily Hua [emilyh54@mailit.com]
Subject: New Address
Cc: Maria Taylor, Kevin Ames

Hi - I know that Anthony moved last week. Do any of you have his new address?

Thanks

Email

locate_email

Unit 5

You would like to organize some of your emails.

You have several miscellaneous emails in your "Save" folder.

Organize them so it will be easier to locate them at another time. Once the emails are organized, click Next to go on.

Email

File   Edit   View   Message   Help

	Mailbox
	└ Inbox
	▼ Personal
	├ Finances
	├ Purchases
	└ Recipes
	Save
	Sent
	Work
	Trash

From	Subject	Received
Eva Gordon	Tickets	5/1
Ernest Ruiz	Recipe?	5/2
Eva Gordon	Rent question	5/2
Eva Gordon	Salad dressing	5/6
Amy Gordon	Good weekend?	5/8
Eva Gonzalez	Important information	5/12
Kathy Ferguson	Lost recipe	5/12
Laurie Masters	Recipe request	5/13

From: Eva Gordon
Subject: Tickets
Received: 5/1

I was able to get tickets for Friday's concert. Will you be able to join us?

Email

13

lamp__return

Unit 6

You ordered a desk lamp from KE-Lamps.com.

The desk lamp arrived, but it was not the color you ordered.

Using the company's website, arrange to exchange the lamp you received for the one you ordered.

Once you have finished, click Next to go on.

Web

File   Edit   Bookmark   Help

URL: http://www.KE-Lamps.com

KE-Lamps.com
The best way to light your life

Bedroom Lamps

Desk Lamps

Floor Lamps

Table Lamps

New Arrivals

SALE!

Customer Comments   Customer Service   Employment Opportunities   About Us

Web   Email