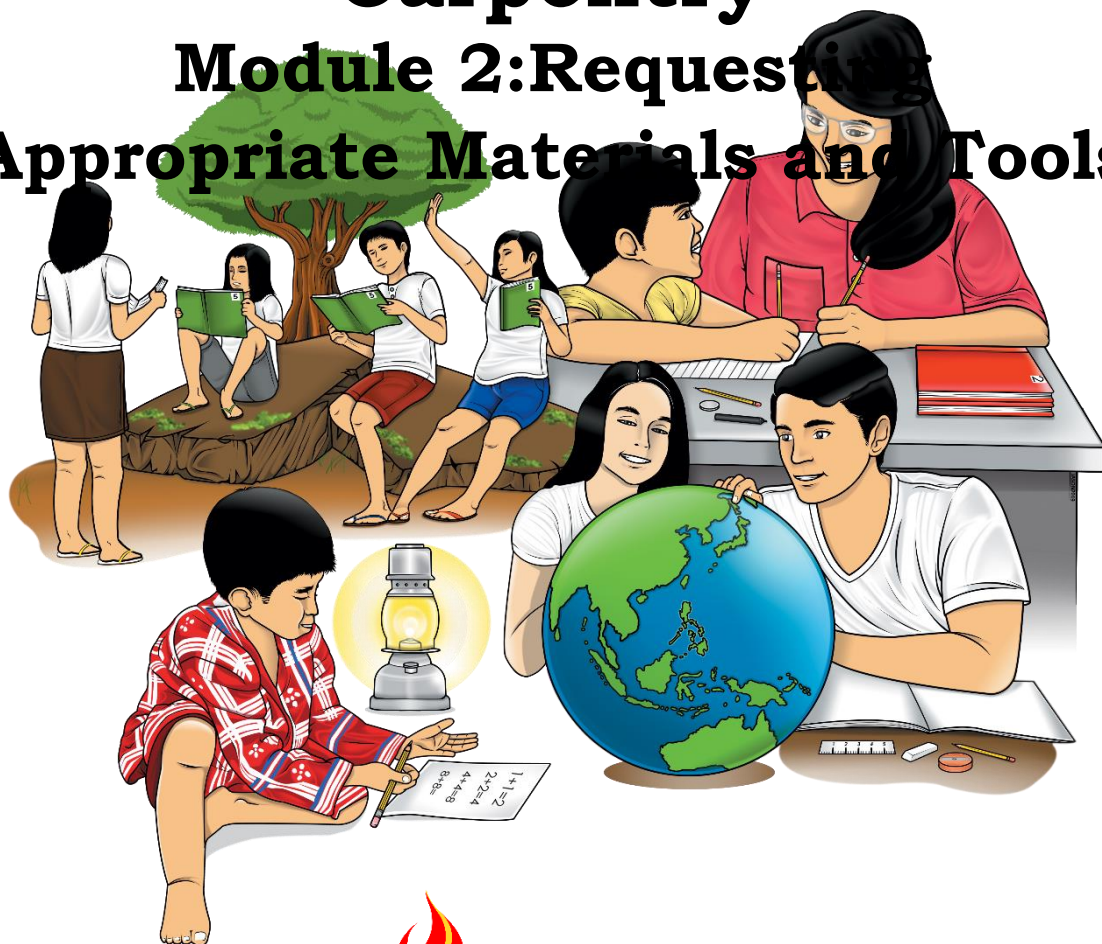


Technology and Livelihood Education

Exploratory Course

Carpentry

Module 2: Requesting Appropriate Materials and Tools



TLE- Carpentry Grade 7/8
Alternative Delivery Mode
Module 2: Requesting Appropriate Materials and Tools
First Edition, 2020

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7/8

**Technology and
Livelihood Education
Exploratory Course
Carpentry
Module 2: Requesting
Appropriate Materials and Tools**

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.

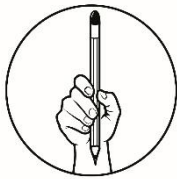


What I Need to Know

Good day! How are you? Are you now ready for a new learning adventure? This module was designed and written with you in mind. It is here to help you master how to request appropriate materials and tools. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course.

After going through this module, you are expected to identify and enumerate the steps in filling out requisition form and fill out form in requesting for carpentry and materials as required for a task **(TLE_IACP7/8UT-0b-2)**.

Before learning the lesson in this module, answer the questions in *What I Know*. These questions will activate your prior learning about the topics to be presented in this module. Are you ready to answer? You may start now. Good luck!



What I Know

Pretest

A. Directions: Choose the letter of the best answer. Write it in your Activity sheet.

1. Mila is planning to make a cabinet. In what part of the requisition form does she have to indicate this project?
A. balance on hand
B. date
C. suggested project
D. total
2. How many steps are required in the accomplishment of the requisition form?
A. 2
B. 4
C. 6
D. 7
3. Teacher John bought 2 kilos of #1 finishing nails. Which part of the requisition form will you find the word kilo?
A. total
B. materials
C. unit Price
D. requisition Unit

4. In purchasing liquid materials like paint thinner and latex paint, in which part of requisition form will you find them?
 - A. unit
 - B. materials and description
 - C. total
 - D. suggested project

5. The group of students is planning to have a **Study Table** project as their performance requirement in the subject. Which part of the requisition form you do you find a **Study Table**?
 - A. materials and description
 - B. unit
 - C. suggested project
 - D. total

6. Nilo wants to acquire a paint brush in his proposed project. In which part of the requisition form will he write the paint brush?

A. balance on hand	C. requisition unit
B. materials and description	D. total

7. Teacher Mark prepared materials for the construction of his classroom door, which includes lumber, nails, plywood and paint. Which part of requisition form do you find the **price of every item**?
 - A. unit price
 - B. total
 - C. balance on hand quantity
 - D. requisition unit

8. In purchasing carpentry materials, it is important to check if the delivered materials are correct in number. Which part of the requisition form is needed?
 - A. unit price
 - B. materials description
 - C. balance on hand quantity
 - D. requisition Unit

B. Directions: For items 9-15, sequence the steps involved in accomplishing the form to acquire materials. Write letters a to g on the blanks, 'a' being the first step, and so on. Do this in your Activity sheet.

- _____ 9. Write your name as requisitioner.
- _____ 10. List the cost per unit and the total cost.
- _____ 11. Write the number of required materials.
- _____ 12. List the unit of materials to be requisitioned.
- _____ 13. Secure the approval of the supply officer.
- _____ 14. Enumerate the materials with their description.
- _____ 15. State the name of the project and date when you requested for materials.

Lesson 1

Requesting Appropriate Materials and Tools

Are you now ready for Lesson 1? This will provide you knowledge on how to request appropriate materials and tools. Enjoy learning!



What's In

In your previous lesson, you have learned the different materials and tools used in carpentry. Let us find out if you have already mastered this topic.

Activity 1: Identify Me!

Directions: Unscramble the letters below to form the material or tool based on its description inside the parenthesis. Write your answer in your Activity Sheet. Are you now ready to discover? You may start now.

_____ 1. M U E R L B (a sawn Timber)

_____ 2. T E C M N E (a powdered substance which when mixed with water acts as a binder of aggregate)

_____ 3. O O D W Y P L (a thin cross laminated sheet of wood)

_____ 4. S I P A R W (used for cutting along the grain)

_____ 5. V L E L E R B A (a tool used in checking vertical and horizontal position)

Have you correctly identified the different materials and tools? Very Good! Are you ready for another activity? Go to the next page and discover more.

Activity 2: Loop a Word

Directions: Find and encircle the nine materials and tools needed in a construction job. Look for them in all directions including backwards and diagonal. Ask for a copy of this Word Search from your teacher.

Q	V	I	C	W	J	X	W	D	E	O	S	P	W	K
R	X	U	Q	D	G	F	E	C	X	Q	U	X	A	P
J	V	Y	R	L	O	C	V	N	R	L	S	K	S	M
Q	M	J	K	E	G	Q	G	W	L	V	X	B	T	J
P	D	B	Y	V	N	B	A	P	B	G	M	O	U	Q
C	K	M	G	A	X	I	U	G	E	P	K	B	C	A
T	L	V	O	R	B	S	W	R	A	L	R	B	S	H
I	O	A	Y	G	H	Q	A	J	K	D	P	M	S	V
U	Z	D	W	R	E	U	K	H	N	H	O	U	O	X
O	Y	X	U	H	Q	D	A	Q	F	X	T	L	R	S
A	S	L	J	S	A	C	W	V	Y	S	F	P	C	U
D	E	C	Y	I	K	M	S	D	Q	L	O	Z	B	R
K	H	R	K	S	N	J	M	B	J	I	S	A	N	D
R	T	J	A	Q	C	F	Q	E	O	A	M	I	O	Z
N	U	W	F	B	P	N	D	V	R	N	E	Q	R	G

Have you identified the nine materials and tools? Very good! You have enough time to do it.

Are you now ready to learn a new lesson today? To begin with, do the activity on the next page.



Notes to the Teacher

Remind the learners to familiarize themselves with materials and tools needed in putting up a work plan, like hardware.



What's New

You have already experienced how to fill out forms during examinations, enrolment, bank transactions, bill payments, etc. In carpentry, there is also a requisition form. Do you have a prior knowledge about it? Try to accomplish Activity 3: Fill Me Out.

Activity 3: Fill Me Out

The Grade 7 Carpentry students are planning to repair their shop window to have safe and comfortable place for working. They want to construct a window jamb for a frame.

Directions: Consider yourself as one of the members of the group and fill out the requisition form below. Request 3 basic materials, then answer the questions that follow. Use your Activity Sheet.

Suggested Project: Window jamb			Date:	
Balance on Hand (Quantity)	Requisition Unit	Materials and Description	Unit Price	Total

Questions:

- What is a requisition form?
- Why is there a need to fill out the requisition form?



What is It

A **requisition form** is a form being accomplished to acquire materials for a certain project. Filling out a requisition form is just like writing items you want to buy or order. This form serves as a guide for you and the supply officer on what materials will be needed to a given project. Below is an example of a requisition form.

Suggested Project: Simple Teacher's Table			Date: August 15, 2019	
Balance on Hand Quantity	Requisition Unit	Materials and Description	Unit Price	Total
1	piece	plywood (marine) $\frac{3}{4}$ " X 4' X 8' mm	Php 980	Php 980.00
1	kilo	#2 finishing nails	Php 70	Php 70.00
1	quart	wood glue	Php 120	Php 120.00
4	pieces	#120 sandpaper	Php 20	Php 80.00
3	pieces	1" X 1" X 8' wood moulding	Php 60	Php 180.00
1	liter	wood stain (mahogany)	Php 200	Php 200.00
3	bottles	lacquer sanding sealer	Php 80	Php 240.00
1	liter	topcoat	Php 350	Php 350.00
1	piece	#2 paintbrush	Php 35	Php 35.00
TOTAL				Php 2,255.00

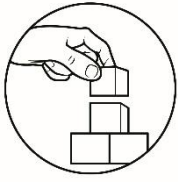
REQUISITIONER

SUPPLY OFFICER

SHOP TEACHER

Do you already know how to accomplish the requisition form? If not, be guided with the following the steps below:

1. State the name of the project and date when you requested for materials.
2. Write the number of required materials.
3. List the unit of materials to be requisitioned.
4. Enumerate the materials with their description.
5. List the cost per unit and the total cost.
6. Write your name as requisitioner.
7. Secure the approval of the supply officer. Let the shop teacher sign it.



What's More

Now, are you ready to do it yourself correctly according to the steps you have just learned? Good Luck!

Activity 4: Craft the Form

Directions: Create a requisition form following the 7 steps. Do it in your Activity Sheet.

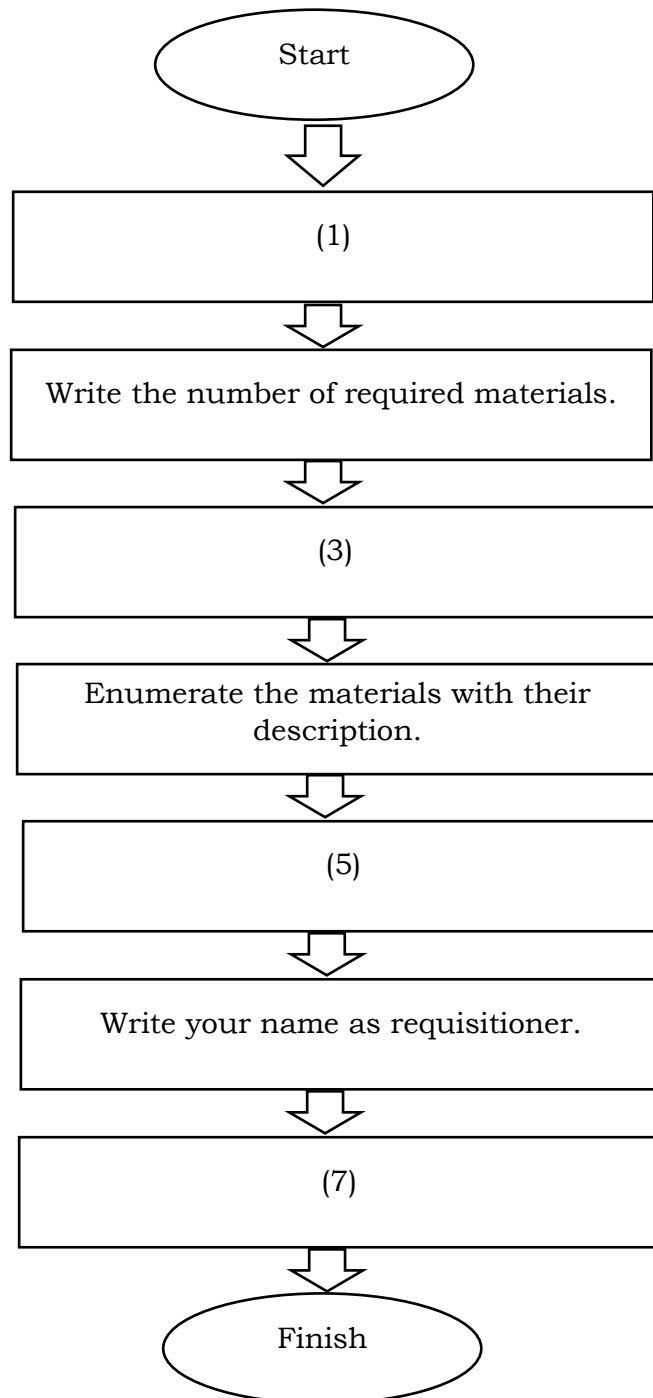
REQUISITIONER

SUPPLY OFFICER

SHOP TEACHER

Activity 5: Walk the Process

Directions: Complete the process or steps involved in accomplishing the requisition form. Write your answers in your Activity Sheet.

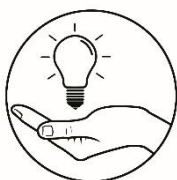


Activity 6: You Complete Me!

Directions: Teacher Mario needs a new chalkboard in his classroom. Assuming that you are the requisitioner, complete the requisition form with the missing information. Do it in your Activity Sheet.

Suggested Project: (1)			Date: (2)	
Balance on Hand Quantity	Requisition Unit	Materials and Description	Unit Price	Total
1	piece	(3)	Php 700	(4)
1	liter	stain Mahogany	(5)	Php 110.00
1	(6)	finishing nails	Php 40	(7)
1	foot	sand paper	Php 65	(8)
1	(9)	QDE Boysen (Green)	(10)	Php 250.00
(11)	liter	Thinner (lacquer)	(12)	Php 80.00
1	(13)	paint Brush 2	Php 25	(14)
TOTAL				(15)

Did you enjoy the different learning tasks? Very Good! Revisit the concepts that you have learned.

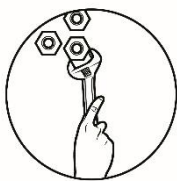


What I Have Learned

Always remember the steps to consider in accomplishing the requisition form.

1. State the name of the project and date when you requested for materials.
2. Write the number of required materials.
3. List the unit of materials to be requisitioned.
4. Enumerate the materials with their description.
5. List the cost per unit and the total cost.
6. Write your name as requisitioner.
7. Secure the approval of the supply officer. Let the shop teacher sign it.

Nice job! Are you ready to apply what you have learned? Enjoy the activities in store for you.



What I Can Do

Activity 7: Step-by-Step

Directions: Using the graphic organizer below, organize the steps on how to acquire materials for a proposed project. Write the answers in your Activity Sheet.

Requisition Procedure	
<div>Steps 1 – 4</div> <div>Step 1.</div> <div><hr/><hr/><hr/><hr/><hr/></div> <div>Step 2.</div> <div><hr/><hr/><hr/><hr/><hr/></div> <div>Step 3.</div> <div><hr/><hr/><hr/><hr/><hr/></div> <div>Step 4.</div> <div><hr/><hr/><hr/><hr/><hr/><hr/><hr/></div>	<div>Steps 5 – 7</div> <div>Step 5.</div> <div><hr/><hr/><hr/><hr/><hr/></div> <div>Step 6.</div> <div><hr/><hr/><hr/><hr/><hr/></div> <div>Step 7.</div> <div><hr/><hr/><hr/><hr/><hr/></div>

Activity 8: Organize Me!

Directions: Organize the entries below to form a correct requisition form. Write the answers in your Activity Sheet.

Mr. and Mrs. Tan donated an amount for the proposed two (2) bulletin boards for the school. The materials needed include two (2) pieces $\frac{3}{4}$ plywood worth Php 700 a piece, 2 liters of stain mahogany worth Php 120 each, 2 kilos of finishing nail $1\frac{1}{2}$ worth Php 35 per kilo, 2 feet sandpaper which costs Php 50 per foot, 2 liters of QDE paint (Green) which costs Php 175 per liter, 2 liters of thinner (lacquer) amounting to Php 80 per liter, and 1-piece paint brush #2 worth Php 40.

Refer to the scoring guide for the activity below. Good luck!

Suggested Project:			Date:	
Balance on Hand Quantity	Requisition Unit	Materials and Description	Unit Price	Total
TOTAL				

REQUISITIONER

SUPPLY OFFICER

SHOP TEACHER

Criteria Rating

1. Accuracy	-	40%
2. Observance of the sequence steps	-	30%
3. Readability of Information	-	20%
4. Neatness of Work	-	<u>10%</u>
Total	-	100%



Assessment

A. Directions: Choose the letter of the correct answer. Write it in your Activity Sheet.

1. Which entries of the requisition form should be written next to the suggested project?
 - A. balance on hand
 - B. date of requisition
 - C. materials and description
 - D. unit price
2. How many steps are required in the accomplishment of the requisition form?
 - A. 2
 - B. 4
 - C. 6
 - D. 7
3. Which is the sixth step in accomplishing the requisition form?
 - A. Write your name as a requisitioner.
 - B. Write the number of required materials.
 - C. List the unit of materials to be requisitioned.
 - D. State the name of the project and date when you requested for materials.
4. What is the next step after listing the unit of materials to be requisitioned?
 - A. List the cost per unit and the total cost.
 - B. List the unit of materials to be requisitioned.
 - C. Enumerate the materials with their description.
 - D. Fill in the classification of the project and its purpose.
5. Which is the 7th step in accomplishing the requisition form?
 - A. Write your name as requisitioner.
 - B. Write the number of required materials.
 - C. Secure the approval of the supply officer.
 - D. List the unit of materials to be requisitioned.
6. Vinz wants to have 5 liters of paint in his suggested project. In what part of the requisition form is liters written?
 - A. Balance on hand
 - B. Materials and description
 - C. Requisition unit
 - D. Total
7. Which is the second step to consider in accomplishing the requisition form?
 - A. Write the number of required materials.
 - B. List the cost per unit and the total cost.
 - C. Write your name as requisitioner.
 - D. Enumerate the materials with their description.

8. Which is the fourth step involved in requesting materials and tools?
- Write your name as requisitioner.
 - List the cost per unit and the total cost.
 - Write the number of required materials.
 - Enumerate the materials with their description.

B. Directions: For items 9-15, write **TRUE** if the steps are included in the requisition form procedure and **FALSE** if they are not. Write your answers on the blank. Do this in your Activity Sheet.

- _____ 9. Write the number of required materials.
- _____ 10. List only the total cost of the materials.
- _____ 11. Write the number of required materials in the balance on hand.
- _____ 12. Enumerate the materials excluding their description.
- _____ 13. Secure the approval of the supply officer.
- _____ 14. Specify the quantity of the materials to be acquired.
- _____ 15. State the name of the project and date when you requested for materials.



Additional Activities

Activity 9: Form the Plan, Plan the Form!

Directions: Provide a requisition form for a hand washing facility as a mechanism to fight COVID-19 pandemic. Use the requisition form below. Supply the needed entries. Do this in your Activity Sheet.

Suggested Project:			Date:	
Balance on Hand Quantity	Requisition Unit	Materials and Description	Unit Price	Total
TOTAL				

REQUISITIONER

SUPPLY OFFICER

SHOP TEACHER

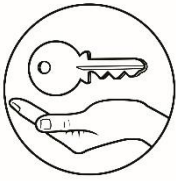
Activity 10: Think and Reflect!

Directions: Think about your participation in the different activities of this module. Reflect on the skills that you have achieved while accomplishing the different learning tasks. Tick or check YES if it is achieved and NO if it is not. Answer this in your Activity Sheet.

Skills	Yes	No
1. I have mastered the steps involved in accomplishing the requisition form.		
2. I have made my own requisition form following the requisition procedure.		
3. I have organized the entries to form a correct requisition form.		
4. I have filled out the requisition form correctly and accurately.		
5. I have acquired the skills that I may apply in real-life situations.		

Congratulations for completing this module! You did an excellent job. Apply what you have learned in real-life situations. As you venture in carpentry, you are already aware what a requisition form is. Consequently, you are already equipped with the knowledge on how to fill out the requisition form correctly.

Good Luck! Enjoy the rest of the modules as you continue learning new things about carpentry.



Answer Key

<p>Assessment</p> <p>1. B 2. D 3. B 4. C 5. C 6. C 7. A 8. D 9. TRUE 10. FALSE 11. FALSE 12. FALSE 13. TRUE 14. TRUE 15. TRUE</p>	<p>What's In Identify Me</p> <p>1. lumber 2. cement 3. plywood 4. rip saw 5. level bar</p>	<p>What I Know</p> <p>1. C 2. D 3. D 4. B 5. C 6. B 7. A 8. C 9. f 10. e 11. b 12. c 13. g 14. d 15. a</p>
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Reference

Manuel, Fely L. and Dr. Orlando E. Manuel. *K to 12 Basic Education Curriculum Technology and Livelihood Education Learning Module: Carpentry Exploratory Course Grade 7 and Grade 8*. Pasig: Department of Education, 2016.

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