

## Chapter 2 – Work-Oriented Methods

### Exercises

1. Go online and search for one of these: task analysis, time motion study (or time study, motion study, time-and-motion, you get the idea). Describe one piece of software that you found that claims to assist with this sort of analysis. Describe the best dictionary-type entry.
2. If you search for *therblig*, you can see more of the symbols than what we included in the book. Try here, for example: <http://gilbrethnetwork.tripod.com/therbligs.html>
3. Pick one of the job summaries in Table 2.4. Based on what you read in the paragraph (and what else you may know about the job), place the job in the hierarchy of data, people and things according to either system of functional job analysis. Share your placement of the job with others (did you agree about where it fits? If not, why not?)
4. Pick a job with which you are familiar. For that job, write two task statements according to the grammar of job analysis specified by functional job analysis. Label each part of the task statement (i.e., parse the statement into boxes for verb, immediate object, infinitive, and object of infinitive).
5. Pick a job with which you are familiar. Write a duty for that job, and write tasks under the duty. Write a page-long task inventory for that duty using the tasks you wrote. Pick some hypothetical purpose for the inventory and choose scales to include (hint: check out Table 2.11). Why did you pick the scales you chose to include? A poor answer would be 'because that's what it says in Table 2.11.' Suppose you actually collected data from job holders. What would you do with the data? Never mind whether you know how to do the analysis; at this point, you should be thinking about what you need to know or to understand in order to achieve your goals.