

**EVALUATING
ACADEMIC READINESS
FOR APPRENTICESHIP TRAINING**
Revised for
ACCESS TO APPRENTICESHIP

**COMMUNICATIONS SKILLS
DETAIL EXTRACTION**

**AN ACADEMIC SKILLS MANUAL
for**

The Food Preparation Trades

This trade group includes the following trades:

Baker & Cook, and
Retail Meat Cutter

*Workplace Support Services Branch
Ontario Ministry of Education and Training*

Revised 2011

In preparing these Academic Skills Manuals, we have used passages, diagrams and questions similar to those an apprentice might find in a text, guide or trade manual.

This trade related material is not intended to instruct you in your trade. It is used only to demonstrate how understanding an academic skill will help you find and use the information you need.

COMMUNICATIONS SKILLS

DETAIL EXTRACTION

*An academic skill required for the study of the
Food Preparation Trades*

INTRODUCTION

Reading for details is similar to shopping through aisles of items and then finding and taking something you need. **Detail extraction** refers to finding information you need and then carefully reading it to pull out and use the specific points you need.

In the food preparation trades, you use these skills daily to interpret food preparation and processing theory, to gain information from reference materials and on line, locate data in lists, tables and recipe books, and to find details on order sheets such as product weight, thickness, preparation preferences, quantities, and pick-up dates. You extract details from descriptions of procedures from industry guidelines, such as the Sanitation Code, the Canadian Dietary Guidelines, the Industrial Health and Safety Regulations, and from Workplace Hazardous Information Material Sheets (WHMIS). The ability to extract the details is an important skill to develop and refine.

When you select the right details from your trade materials and textbooks, you can use the information to get the results you want. When you select the right details from your trade materials and textbooks, you can use the information to get the results you want.

In this unit, we will look at the following methods to successfully extract details from technical reading material:

- ◆ Know your purpose.
- ◆ Use a method to find details.
- ◆ Understand the nature of details.
- ◆ Build on your experience.

PART I

KNOW YOUR PURPOSE

Details

Details are the small parts of something. They are the individual points, parts, components, or the bits. When you find a detail by itself, you may not recognize what it's used for or whether it's important. When you see a detail in its correct place – as part of a whole – you are more likely to recognize its use and its importance. When details are combined, each contributes to the whole idea, process or principle.

Extraction

Extraction means pulling something out. A geologist extracts gold from rock; a dentist extracts a tooth from your jaw. Extraction of details may be difficult and take some effort in the beginning, but you have good reason for making this effort

Your purpose

When you understand *why* you are reading, you can focus on the parts of the text that provide the information you need. When you know what you are looking for, you recognize the information when you find it. Then you can select the parts that answer “what should I do” and “what should I know.” This is detail extraction. If you know what you *don't* need, you can skim through unnecessary details and get to the purpose for reading.

Think about your reasons for reading before you begin:

- ◆ What am I looking for?
- ◆ What have I been asked to do?
- ◆ What am I expected to know ?

Getting all the facts

Getting all the facts

The skill of extracting details requires you to identify your purpose and, then, *carefully read to extract the details.*

Often you need all the details provided, especially when you are told to follow a procedure. If you skim through them, you will miss something essential. When you are *directed* what to do, you will need to extract all the details.

EXAMPLES:

Follow steps 1 through 4 for a method to clarify butter.

Read these directions before you start preparation.

Statements like these tell you where to find the details and what you need the details for. They give you a purpose for finding and using details. You will need to find and use the details they point you to, especially if you need to learn correct hammering procedures or to understand how to do a job.

Statements that send you for information provide you with a purpose for reading. Among other things, they might tell you:

- to get help with a procedure,
- to compare details, or
- to make the correct adjustments (in products, measurements, etc.).

You may have two or three purposes for reading selected material, such as to memorize a new procedure or to learn more about fabricating or to take an exam. An added, but common, purpose for reading technical material is *to answer questions* to show that you have grasped the information, or details, in the material you have read.

Passage 1, below, has directions for the selection, cutting and frying of soufflé (puffed) potatoes follows. Think about your purpose in reading this. It may be to do any or all of the following:

- understand a material,
- accurately follow directions,
- identify parts on a diagram,
- understand the sequence of events, or
- answer questions.

Read Passage 1 and answer the questions that follow. Answers are at the end of this manual.

Passage 1
Soufflé (or puffed) Potatoes

Use large and mature potatoes as these potatoes contain more starch. If some potatoes do not puff, put them aside, store and use for French fries.

1. Cut the unpared potato into the largest possible oblong shape. From this oblong, make evenly cut slices 1/8 inch wide. These slices should be cut lengthwise.
2. Trim the ends of each of these slices as shown in Figure 1. (We have omitted picture).
3. Soak slices for 25 minutes in ice water.
4. Dry thoroughly.

Caution: Use great care while moving pan in this next stage to avoid splashing and serious burns.

1. Drop slices one by one into a deep-fat fryer heated to 275⁰ F. Don't overcrowd the pan.
2. When slices rise to the top of fryer, **very carefully**, move pan so that fat covers and bathes all slices in fat.
3. At 275⁰ F continue to cook turning slices once (or more). When the outer edges begin to show a noticeable difference from the centres (to about 1/16 inch), remove and drain on paper towels.

At this stage the potatoes can be refrigerated and held until the second frying. Or they can be drained and cooled (5 minutes or so).

1. Heat fryer 1/3 filled with fat to 385⁰ F. Drop potato slices one by one into fryer.
2. Move pan as in stage one being very careful to avoid splashing.
3. Slices should puff but not all will. Continue cooking until desired colour - golden brown.
4. Drain and dry on paper towels.
5. Serve at once to avoid any loss to their crispness. (They can be returned to fat for a few seconds to regain crispness.)

We have omitted some information (such as quantities and some timeframes).

Questions

1. Soak potatoes after first frying for 25 minutes in ice water.
T F

2. When frying, the edges of potatoes should show a difference from the centres to
 - a) 1/16 inch
 - b) 1/8 inch
 - c) 1/4 inch
 - d) 2 inch

3. For the second frying, the fat will be heated to
 - a) 250⁰ F
 - b) 275⁰ F
 - c) 350⁰ F
 - d) 385⁰ F

4. What do the directions suggest you do with potato slices that fail to puff?
 - a) fry a second time
 - b) use for French fries
 - c) fry for a third time for a few seconds
 - d) any of the above

What I want . . .

As you read, you will often find that your purpose changes or expands in some way. Think about the passage above.

As you read the passage, you may have stuck to your original purpose, to learn more about preparing soufflé potatoes. But when you noticed that the diagram for slicing and trimming techniques was missing, or read the caution about moving the pan of hot fat, you may have found new purposes for finding details. These new purposes will send you to another text, manual or an expert to find the details you want.

Your expanded purpose leads you to find *more details*. *Searching to find those details and reading them carefully is important to the understanding of your trade.*

Your purpose tells you *why* you are looking for details. You will use the details in an appropriate way based on your purpose, whether you memorize them, record them or act on them.

Purposes for reading

For *detail extraction*, you read to locate facts, data or information for *any of the purposes* below. You will find other reasons of your own to add to this list.

- to understand a new code,
- to compare products or equipment,
- to prepare for a test on a chapter,
- to learn a math formula,
- to understand a procedure,
- to explain a procedure to a supervisor.

PART II
USE A METHOD TO FIND DETAILS

Purpose directs your search for details as you ask: *What do I need or want? What am I going to do? What is expected of me?* Your search for details should be guided by a method. The method below will help you search for the right details. In this method, we use four steps to locate and extract the right information.

Four steps

1. **Define your purpose.** Your purpose might be to understand a process and/or to answer questions.
2. **Preview the reading.** Look over the whole piece. Pause to read or notice items: **bold** or *italic* print, diagrams, headings.
3. **Read carefully** to understand the whole piece.
4. **Locate details that answer the questions.** Reread with attention to select (and understand) the right details.

Passage 2, below, describes a process – extracting chocolate from cacao beans. Your purposes are to understand this process because it relates to food quality and food storage, *and* to answer the questions.

Use the four steps as you read Passage 2. Then answer the questions that follow. Answers are at the end of this skill manual.

Passage 2
Chocolate Extraction

The cocoa bean grows in a pod on the cacao tree. From this cocoa bean chocolate is produced. The chocolate extraction process is a long one. (The manufacture of chocolate and cocoa is the same up to the extraction of the chocolate liquor from the *nibs* or hulled beans.) At stage one, the cocoa kernel is crushed into a paste. It is called chocolate liquor and is not sweetened. The liquor is ground until its texture is fine and smooth. It is at this stage that sweeteners (and other ingredients) may be added to the liquor. The liquor is pressed which results in cocoa butter being forced out. The cocoa solids that remain are further ground into cocoa powder. The cocoa butter that has been removed may be added to the liquor to become baking or eating chocolate.

Chocolate should be stored at 78⁰ F in a cool, dry area. The white coating or *bloom* that sometimes appears on stored chocolate is an indication that the fat has come to the surface.

Questions

1. Chocolate and cocoa are manufactured in the same way.

T F

2. The kernel is crushed into a paste called liquor, left unsweetened, ground again until the cocoa butter is forced out.

T F

3. If cocoa butter is combined with the chocolate liquor what is the result?

-
4. Explain what is meant by *bloom*.

Types of details

Notice that the questions ask for different types of detail or information.

Question 1 asks you whether a statement is correct (true or false). To answer the question, you need to find the place where you read the information, reread it, examine the details and decide if the statement is accurate.

Question 2 asks for the details in a process.

Find the place in the description where the process is described. Compare the question with the process, detail by detail. When you do this, you are examining the words (vocabulary detail) and the order (details in sequence). In some cases, you might have to compare two processes, detail-by-detail, to answer this type of question.

Question 3 asks you to find a result. The answer could be a step in a process, a product, or a problem. Look for the details and the effect of one (or more) detail on another to find a result.

Question 4 asks you to explain what something means. This is a vocabulary detail. Use your own words to explain this and, if necessary, look up the word *bloom* to make sure you understand it. (A good test of your understanding is to explain it to someone else.)

Preview your reading material

We have suggested you use the four steps to guide your ability to extract details. In technical reading, it is a good practice to browse the entire reading before you start (Step 2). When you preview a textbook or manual, ***you get an overview of the whole.***

This *preview* gives you a sense of the whole before you focus on the details. It can help you find the passages, chapters or sections that answer your questions. Previewing also gives you a sense of the range of information available.

A reminder about questions

We suggested earlier that you ask questions to help you extract the right details. Asking questions helps you understand each detail as you go.

Example: You might ask, “Do I understand:”

<i>bloom</i>	Yes or No?
<i>chocolate liquor</i>	Yes or No?
the difference between <i>butter</i> and liquor	Yes or No?

If the answer to any of these questions is no, then you need to continue your search for answers that give you an understanding of the words and details of your trade.

PART III

THE NATURE OF DETAILS

Details cover a great range of information. – anything from regional cooking, or a history of meat cutting, to a recipe for mayonnaise. Some details are general in nature; some are very specific.

Details: General To Specific

The passage below is organized in a way that is common to technical material. It starts with general information and description then examines specific details. The general information often introduces the “*how to*” details that you would find in a procedure.

Read **Passage 3**. Pay attention to the way information is organized in the passage.

Passage 3

Mussels and Other Molluscs

Mussels are sold live in the shell. We recommend they be cooked as soon as possible as their quality can deteriorate quickly. They can be the cause of infection if uncooked. Always test for freshness.

Discard any mussels with broken shells. Tap mussels and discard any that have not closed, as they are dead. If shells seem very light or very heavy, check them. Very light shells may be empty. Very heavy shells may be filled with sand or mud. Place mussels (and other molluscs) in a colander, scrub with a stiff brush under cold, running water before opening them.

General details

Look again at paragraph one. It gives you general information about how mussels are sold and gives you reasons for, and guidance about, care:

- cook as soon as possible,
- quality can deteriorate quickly,
- can cause infection, and
- test for freshness.

Specific details

Paragraph two about mussels and molluscs uses detail that is more precise. It tells you what to do:

- discard any mussels with broken shells,
- tap mussels . . . and discard any that,
- if shells seem light or, . . .
- place mussels in a colander and scrub with a stiff brush. . .

The details above are more precise than in the first paragraph. The details use specific words to describe steps in a process. Some words (*discard, tap, scrub with a stiff brush. . . , in a colander with cold, running water*) tell you the “what to do, how to test, the temperature of water etc.” The specific, precise information gives you a more detailed understanding of the correct steps in the preparation of mussels. The details build on information step-by-step.

From General to Specific

Technical material is usually organized in this way:

- ◆ Passages start with general information that gives a basic understanding of what something is or what it does; often you find out **why** you need to learn about it.
- ◆ You then read details that describe some aspect of the topic such as how to sort and clean mussels.
- ◆ Further on you may find specific details that take you through a systematic procedure such as that for storage and cooking techniques.

Each part of the material develops and builds from the general to the specific. These details continue to add to your knowledge of the trade.

Extracting details from graphics

Graphics refer to any type of diagram or picture used to provide a visual representation of information. Graphics extract specific details that focus on what you need to know. *When you use graphics, in conjunction with text, you learn the important information.*

It is generally easier to understand and remember steps in a procedure, differences in material or how one part relates to another, when it is illustrated in a diagram.

Example: You can understand how to open a clam and remove the meat when you see pictures demonstrating it.

Example: You may remember the divisions of meat better when you see a diagram of a beef or pork carcass.

Passage 4 and Figure 3 that follow show you how details in a passage and in a diagram work together. **Review the four steps and apply them to this exercise.**

Passage 4 The Fan Cut

The fan cut (fanning) is a basic cut which produces a fancy, complicated look (See Figure 1). This cut can be used on raw and cooked foods. It is best on such vegetables and fruits as pickles, peaches, zucchini and others that are pliant.

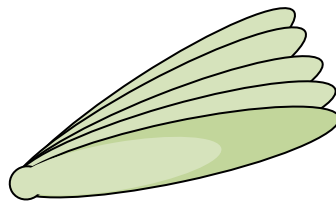


FIGURE 1: The Fan Cut

Avoid cutting through the end. Keep parallel cuts of the same width for the best appearance.

1. Leave the stem end intact.
2. Make a series of parallel cuts to the desired thickness. See Figure 1.
3. Spread (fan) the cut into a fan shape.

Extract details in the directions **and** in the Figure to get the complete details and understanding. Make certain that when the text directs you to “see” something in the diagram, you look at that detail. If you don’t understand each aspect of the diagram, find other information to help you.

When you look at Figure 1 above, use all the information available to:

- ◆ extract details
- ◆ improve your understanding
- ◆ remember a definition (or principle)

Look at the detail available in Figure 3 and Passage 4. You can see:

- that the slices are cut in equal widths,
- they are parallel to each other,
- the end is intact, and,
- what the finished product should look like.

Seeing how it comes together gives you an understanding of fan cutting, and what you are expected to achieve.

As you "read" any drawing or other graphic, extract each detail. Each piece of information in the figure relates to something in the text. Text or notes below the figure will add important details. Examining all of the information will improve your understanding and help you remember the important points.

PART IV ***BUILD ON EXPERIENCE***

Experience will teach you to ask questions and to listen for the answers; this way you really understand what's expected of you. As you become familiar with your trade, you will figure out what kind of details you are expected to memorize and the kind you need to search for and extract only when you need them.

Example: You need to memorize symbols, the tools of your trade, general safety rules, technical terms. You can't, however, memorize every recipe or every detail about each food or product. But you can learn to look up information and find the details you need

Organize your notes

When you take notes in class or on the job, you write down details that are related to the task. Developing the skill of extracting details will make note taking easier. As you work at organizing your notes, you develop a note-taking system that is efficient and that makes the details quick and easy to find and to study. Creating your own lists and tables work well for this purpose.

Whether you use tables or lists to organize your notes and study materials, you can highlight, or mark(with checks or bullets) details that are important or related to each other. Developing a system to organize details will help you out as you learn new information; a system will help you find details when it's time to review.

Tables

A simple table with clear headings lets you organize details and then find (extract) them again when needed. You will organize details better if you remind yourself about your purpose.

EXAMPLE:

Example: Examine the table below to see how it organizes details and makes it easy to extract information.

Table 1: Spices

Spice	Uses ⁽¹⁾
	Recommended and (favourites).
allspice	braises, (stews), pickles and desserts (apples)
caraway	rye bread, pork, cabbage, soups/stews, (XX cookies)
cardamom	curries, (rice), baking, pickling
cinnamon	desserts, baking, spiced beverages, curries, etc.

⁽¹⁾ **Note:** It is advisable to keep both whole and ground spices on hand as recipes will require that spices be used in both forms.

Details are easy to find in a table. The columns are labelled so you know what kind of detail each one has in it. This way you can look down a column to the information you want. And look across that row to the column where the information is.

Did you read the note below Table 1 above? The ⁽¹⁾ which follows the heading in the second column directs you to a *footnote*. A footnote adds important detail. Make sure you read any footnotes.

Getting it wrong

As you search for information, you may find that you missed key details because you skimmed over them, or you picked the wrong details. If this happens, stop and check:

- Did you preview and read all the material before picking out details?
- Did you highlight the bits you extracted?

If you answered no to either question, you have to go back and, carefully, find what you missed.

If you still are picking the wrong details, check your purpose again. Be sure you know what you should be learning from the material. Be sure you understand after rereading. If not, who can help you?

Each time you approach new material, ask questions to make certain that you are extracting the right details from the start. Always be prepared to ask for help. It is part of the process.

Read the passage below and answer the questions. Use the four steps to guide you. Answers are at the end of this skills sheet.

Passage 5
Wines, Cordials, Liqueurs

As a general guideline, do not use cooking or baking as a means of “using up” a wine, cordial or liqueur. If it is not good enough to be drunk on its own, it is not good enough for use in cooking and baking. Use good quality, moderately priced wines and cordials.

For cooking purposes, a common supply found in the kitchen might include brandy, cognac, champagne, dry red and white wine, port, sauterne, sherry, stout ale and stout beer, sweet and dry vermouth.

To ensure that the flavour of table wines is preserved, keep bottles closed or fitted with pouring spouts and keep refrigerated when not in use. Exposure to heat, light and air will cause acidity and loss of flavour to these wines. See list below for a guide to table wines. Wines known as fortified wines (see complete list below), can be stored outside the refrigerator. This is also true for cordials, cognacs, and liqueurs.

Questions

1. The general guideline for using wines, cordials and liqueurs in cooking and baking is the same.
T F
2. According to the passage, which of the following is *not* included in the common list of wines, cordials and liqueurs for cooking?
 - a) brandies, cognacs, dry red and white wines
 - b) port, sauterne, sherry, stout ale, stout beer
 - c) sherry, stout ale, light ale, sweet and dry vermouth
3. Where would you find a list of table wines and/or fortified wines?
4. List the causes of table wines losing their flavour and becoming acidic?
5. Table wines and cordials can be stored in the same way.
T F

Building strong reading skills and strategies will keep you on top of your trade. Over your career, techniques and materials will change, but with a solid reading foundation, you will know how to continue finding and using relevant details. Mastery of extracting details and the associated note-taking and study skills are a useful preparation for your chosen trade.

CONCLUSION

Detail extraction means pulling out the details you need for a specific purpose. If you know your purpose before you start, then you will look for the right details, and you will know what to do with them. Taking notes, creating lists and tables, and highlighting key information are key

strategies for detail extraction. Being able to find the right information efficiently can help you to become a better student, and a master of the information you need to be successful in your trade.

Summary

1. **Know your purpose.** Think about what you need before and during the reading.
2. **Use a four step method to extract details:**
 - a) Define your purpose.
 - b) Preview the reading by examining the whole piece.
 - c) Read everything carefully to understand the whole piece.
 - d) Locate details that answer your questions. Read with attention to identify and understand the right details.
3. **Understand the nature of details:** they move from general and specific.
4. **Extract details from diagrams and illustrations** to understand procedures, various parts and their relationships. Combine this information with your text reading.
5. **Organize your own data** in a table or chart for study and retrieval purposes.
6. **Ask questions based on your experience;** use everything available to you.
7. **Be prepared to follow up if information is not clear.** Talk to an expert in the trade, a teacher or use a different text or manual. All are excellent resources.

ANSWERS

Soufflé (puffed) Potatoes

1. Soak potatoes after first frying for 25 minutes in ice water.
F The potatoes are soaked for 25 minutes **before** first frying not after. This detail asks you for the order or sequence.
2. The answer is **a**) to 1/16 inch. This question asks you to find the place “When frying...” and choose the correct detail for this step.
3. For second frying, the correct answer is **d**) 385⁰F. The first frying is at a lower temperature.
4. The correct answer is **b**) use for French fries. This question asks you to find a detail which may not be where you expect it to be. The answer is in the first paragraph. You might expect it at the end because: 1. It is the last question, and 2. Details about puffing are at the end.

Chocolate Extraction

1. Chocolate and cocoa are manufactured in the same way.
F The manufacture of chocolate and cocoa are the same *up to* the extraction of the liquor (not beyond).
2. **F** This is a sequence and vocabulary detail. The steps appear to be in order, but the paste is **pressed** until the cocoa butter is forced out, not *ground*.
3. The result is baking or eating chocolate. This asks you to find two details and to see the effects when they are combined.
4. *Bloom* means that there is a white coating on chocolate that indicates that fat has come to the surface. This is a vocabulary detail. Whether *bloom* also indicates a problem or a benefit is not explained in this passage.

Wines, Cordials and Liqueurs

1. The general guideline for using wines, cordials and liqueurs is the same.
T The guidelines for storing different products are different while the guidelines for their **use** are the same: if it is good enough to be drunk on its own, it is not good enough for use in cooking.
2. The correct answer is **c**). Light ale is not included. This question asks you to find a group or list of details. It is easy to skip over, misread or forget items in a list of details.
3. Look to the end of the passage to find this list. Note that it is not included in the passage. The reference to *see list below or see complete list* is included to remind you that relevant and important details may be attached with a direction to look for them.
4. The causes listed in the passage are exposure to heat, light and air. When you are asked to *list* information, include *all* the causes. They may not be together so make sure you find them all.