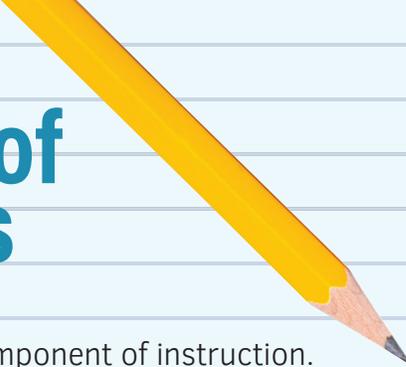# a guide to { system of prompts

Utilizing a system of prompts with a task analysis is a critical component of instruction. This involves defining and implementing a hierarchy of least intrusive prompts to assist students in learning a task or skill. Prompts in order from least to most intrusive are verbal (V), gestural (G), model (M), and physical (P). Follow the steps below when utilizing system of prompts with your task analysis (TA).

1. Identify and model the task for the student
Complete and explain the steps of the task while the student observes.

2. Allow the student to start each step independently
Give an instructional cue to begin but do not provide any prompts. If the student responds correctly, allow him to move independently to the next step in the task.

3. Provide a verbal prompt
If guidance is required, provide the least intrusive prompt: verbal. A verbal prompt is a spoken prompt such as "fold the towel" or "what's next?". Allow 3-5 seconds for the student to respond.

4. Provide a gestural prompt
If the student does not respond correctly, provide the next intrusive prompt: gestural. A gestural prompt is indirect like pointing or nodding. Allow 3-5 seconds for the student to respond.

5. Provide a modeling prompt
If the student does not respond correctly, provide the next intrusive prompt, and model the step for the student. A modeling prompt is physically completing and explaining the task. Allow 3-5 seconds for the student to respond.

6. Provide a physical prompt
If the student does not respond correctly, provide the most intrusive prompt: physical. A physical prompt includes contact to guide learners through the task such as hand over hand assistance to fold a towel.

7. Record the prompt on the TA
Write (V) for verbal, (G) for gestural, (M) for model, and (P) for physical. Repeat steps 2-6 for each step on the task analysis.

8. Develop a fading plan
A system of prompts is designed to naturally fade cues over time. Starting with the least intrusive prompt will prevent a student from becoming prompt dependent.