



**Task Title: Read a Brief Email**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Read a brief email confirming the date and time of a meeting.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.1

**Materials Required:**

- Pen/pencil and paper and/or digital device

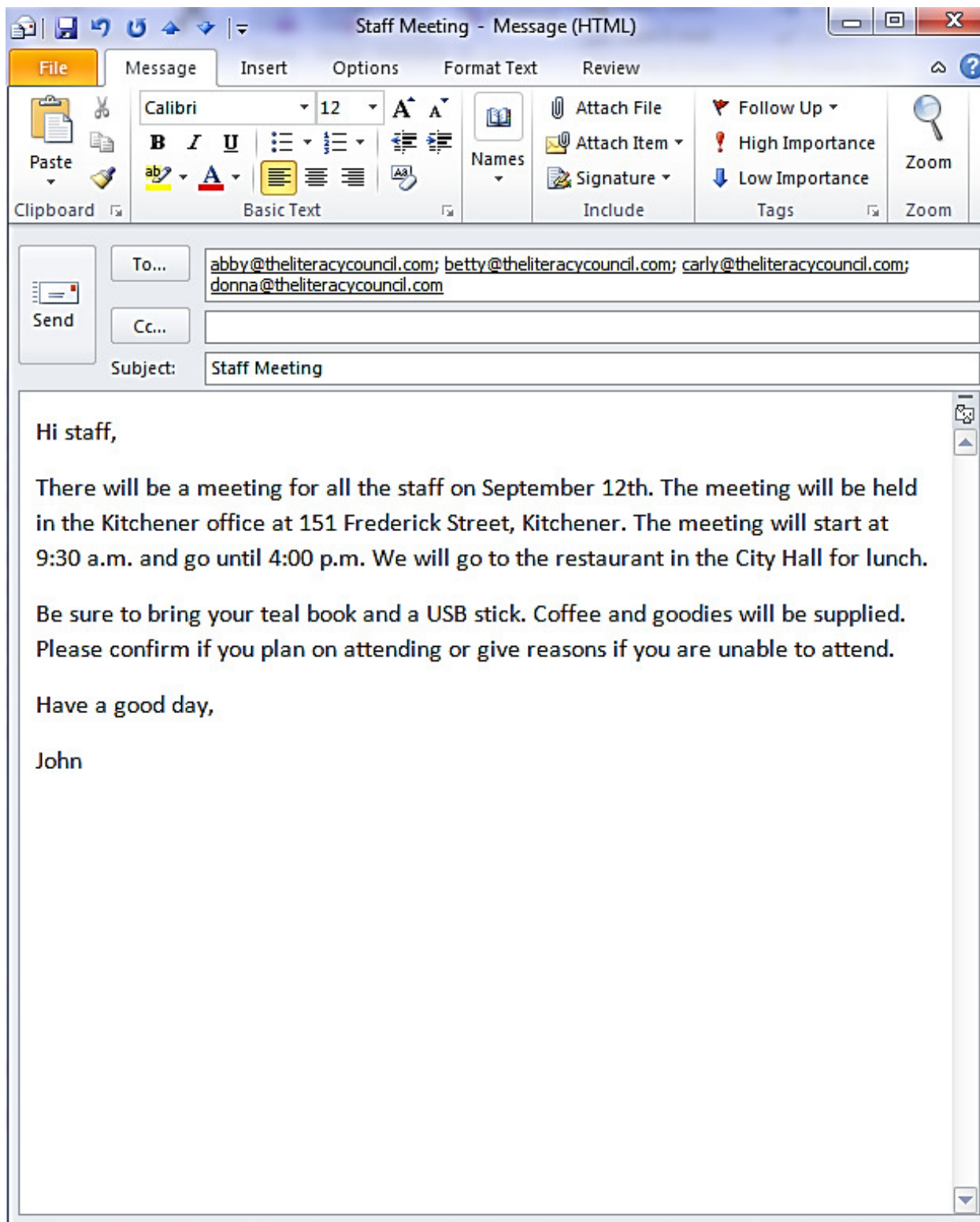
Task Title: ReadaBriefEmail\_EA\_A1.1

## Learner Information

Email is a primary method of communication in the workplace. Meetings are often arranged through emails.

Scan the attached email.

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Work Sheet

**Task 1: Who sent the email?**

Answer:

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**Task 2: Who was the email sent to?**

Answer:

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**Task 3: When is the date of the meeting?**

Answer:

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**Task 4: Where will the meeting be held?**

Answer:

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**Task 5: When will the meeting start?**

Answer:

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**Task 6: What colour of book is staff to bring to the meeting?**

Answer:

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**Task 7: Where will the staff go for lunch?**

Answer:

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