



Task Title: Read a Brief Note from a Co-Worker

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path:	Employment <input checked="" type="checkbox"/>	Apprenticeship <input checked="" type="checkbox"/>
Secondary School <input type="checkbox"/>	Post Secondary <input type="checkbox"/>	Independence <input type="checkbox"/>

Task Description: Learner will read a brief email from a co-worker and answer questions.

Main Competency / Task Group / Level Indicator:

- Find and Use Information / Read continuous text / A1.1: Read brief texts to locate specific details

Performance Descriptors: See chart on last page

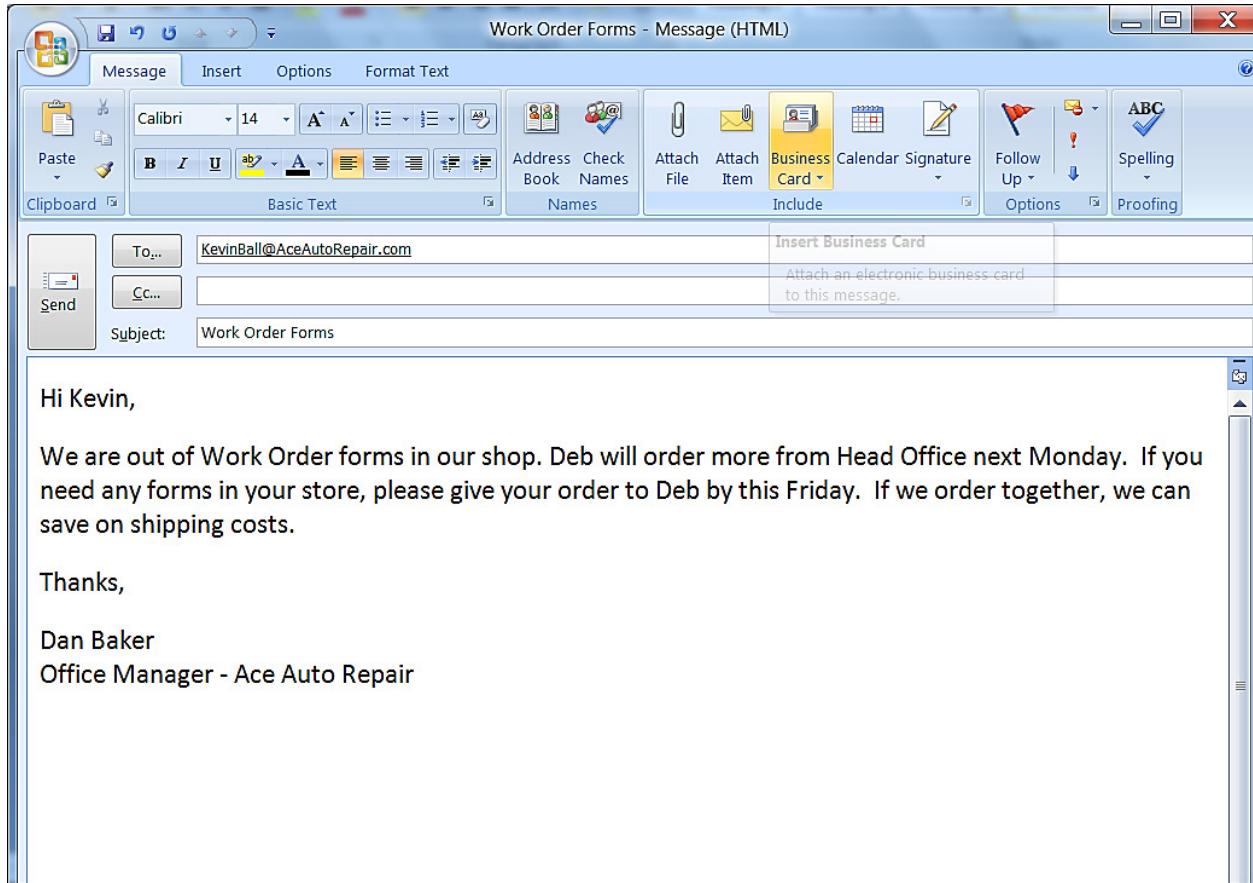
Materials Required:

- Photocopy of email (attached) for learner
- Pencil

Learner Information

Employees often communicate with other employees by email.

Read the email.



Work Sheet

Task 1: Who wrote this email?

Answer:

Task 2: To whom was the email sent?

Answer:

Task 3: What forms does Dan's shop need?

Answer:

Task 4: Who will order the forms?

Answer:

Task 5: When will the forms be ordered?

Answer:

Task 6: When does Deb need Kevin's order?

Answer:

Task 7: What costs will Dan and Kevin save on if they order together?

Answer:
