



## Task Title: Make an Appointment

### 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:** The learner will make an appointment over the phone.

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

- Communicate Ideas and Information/Interact with others/B1.1

#### Materials Required:

- Calendar or digital calendar for learner to record appointment information
- Phone for mock phone call

Task Title: MakeAnAppointment\_I\_B1.1

## Learner Information

Many businesses and services require you to make an appointment in advance.

You will be phoning a dental office to make an appointment. Your instructor will be the receptionist.

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## Work Sheet

**Task 1: You need to have a sore tooth checked. Call the dentist's office and ask for an appointment on Thursday in the afternoon.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 2: Confirm the date and time with the dentist's receptionist.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 3: Record the appointment in your calendar, datebook or electronic scheduler.**

Answer: No written response required here.

Task completed: Yes: ☐