

Prepared for: Cementing Integration Project – QUILL Learning Network 2015

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): _____

Task Description: Learner will read a brief email from a co-worker and answer questions orally or in writing

Competency: A: Find and Use Information

Task Groups: A1: Read continuous text

Level Indicators:

- A1.1: Read brief texts to locate specific details

Links to skill building activities: See the last page or [click here](#)

Materials Required:

- Photocopy of email (attached) for learner
- Pencil

ESKARGO:

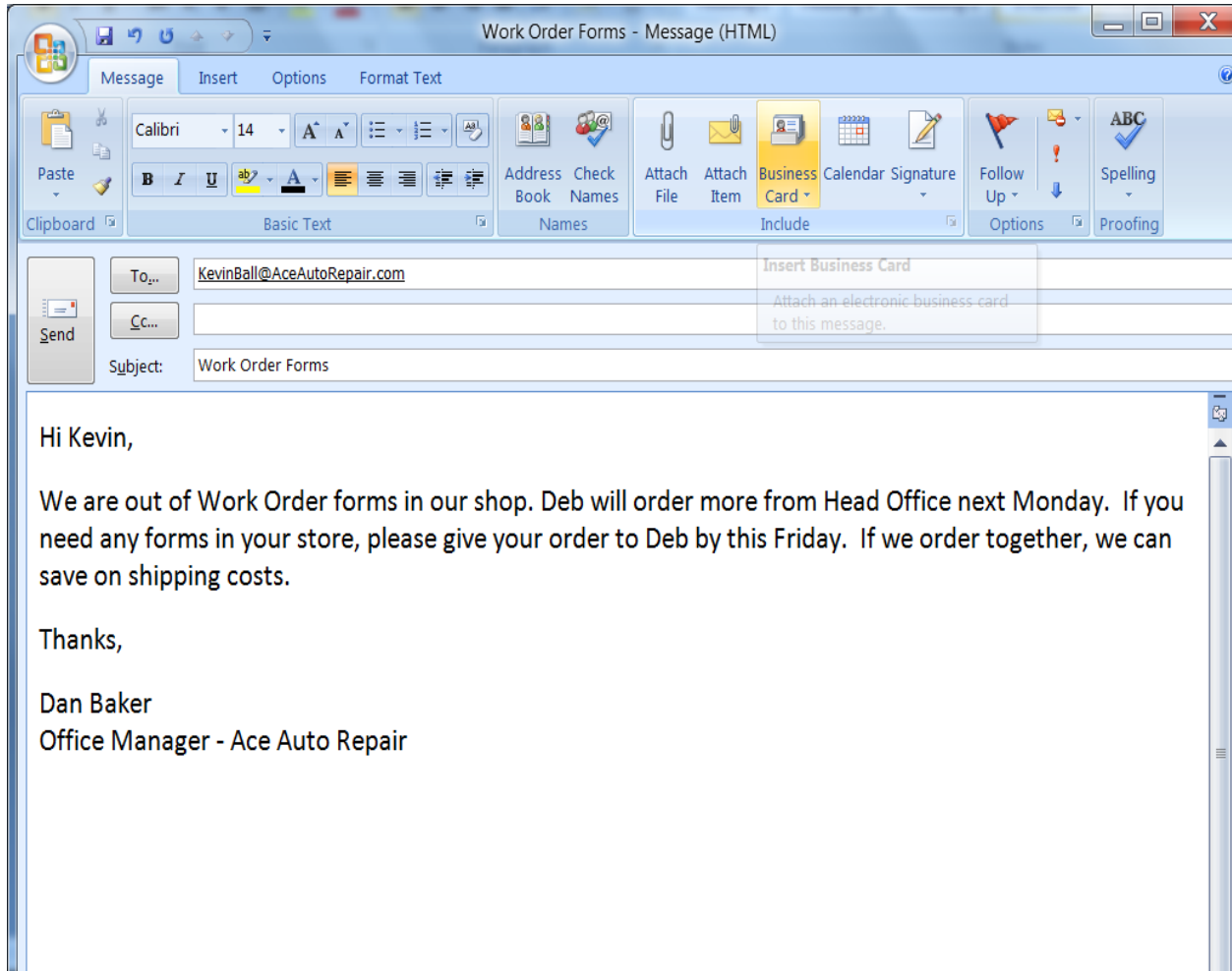
Reading Strategies – Decoding and Comprehension Enhancement

- Uses phonics and knowledge of word parts to decode words
- Uses knowledge of basic grammar, predictable word patterns, and basic sentence structure in speech to understand phrases and sentences

- Uses knowledge of basic spelling conventions and simple punctuation to gather meaning from sentences
- Uses context cues and personal experience to gather meaning from the text
- Scans simple text to locate a single piece of information
- **Forms and Conventions – Find Information/Research/Understand Types of Texts**
 - Reads sentences up to one paragraph
 - Reads text having familiar, everyday content
 - Reads text with simple, concrete information in simple, familiar wording
- **Comprehension – Read to Understand/Retell**
 - Reads signs, symbols and common sight words from everyday life
 - Makes meaning of sentences in a single text
- **Interpretation – Read and Apply Understanding**
 - Locates a single piece of information in short texts
 - Follows the sequence of events in simple texts
 - Follows simple, straightforward instructions

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:

Skill Building Activities

Links to online resources:

- BBC Skillswise – “Instructions” – <http://www.bbc.co.uk/skillswise/topic/instructions> - learn to recognize instructional texts; practise following instructions in the game
- Skill Plan’s, “Measure Up” - <http://www.skillplan.ca/measure-up> , (select “English”, “Choice of Activities”, “Practice”, “Reading”, and “Notes, Letters, Memos”) – tasks to practise following the sequence of events, and following simple, straightforward instructions, in notes, letters, and memos
- GCF LearnFree – “Practice Reading” Games - <http://www.gcflearnfree.org/reading/practicereading/play> - choose a category (e.g. conversation, commands, writing) from the top row of icons, and the “texts” icon from the bottom row, to practise reading comprehension; read passages of text and respond to question
- Literacytools – “Writing Notes” - <http://www.literacytools.ie/pages/actions/viewPdfFile.cfm?pId=177> – learn how to write instructions in a brief note or message; by learning to write notes, the learner can also develop skills for reading notes

LearningHUB Courses Available:

- **Live Classes (SABA) - “Reading Comprehension”**
- **Essential Skills, Independent Study, Short Courses**
 - Improving Your Job Skills (Module 2- Communication)
- **Reading & Writing, Independent Study** (Assigned by practitioner after assessment)
 - Reading Level 1, Assignment: all lessons teach essential reading strategies required to read and understand brief texts (e.g. Finding Main Ideas, Working with Order, Using Context Clues, etc.)
 - Reading Level 1, Assignment 2: You Have a Message, Getting the Details, What Should I Do, How to Read a Message, Action Plan

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): <https://www.learninghub.ca/user/register>

***To Access LearningHUB Course Catalogue:**

<https://www.learninghub.ca/sites/default/files/TLH%20Course%20Catalogue%20%20Mar19%20F.pdf>