



Task Title: Tracking your Upgrading Hours

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description: The learner will calculate the number of hours they have dedicated to increasing their literacy skills.

Competency:

- A: Find and Use Information
- B: Communicate Ideas and Information
- C: Understand and Use Numbers
- E: Manage Learning

Task Groups:

- A1: Read continuous text
- A2: Interpret documents
- B3: Complete and create documents
- C1: Manage money
- C2: Manage time
- C4: Manage Data
- E: n/a

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- B3.1a: Make straightforward entries to complete very simple documents

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- C2.1: Measure time and make simple comparisons and calculations
- C4.1: Make simple comparisons and calculations
- E.1: Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning

Materials Required:

- Pen and paper
- A calendar for tracking literacy hours (not supplied, use what will work best for your situation)
- Calculator

Learner Information and Tasks

When you are in an upgrading program, it is important to spend a lot of time on your learning. More time on learning can mean greater progress towards your goal.

Task 1: Over the next month, record the total number of hours you spend each day on your upgrading. This can include time in class, time on e-learning, and time doing homework.

Answer:

Task 2: At the end of the month, add the total number of hours you have spent on upgrading.

Answer:

Task 3: Review your chart and consider whether or not you are spending enough time on your upgrading.

Answer:

Task 4: Set a goal for the next month for the number of hours you will spend on your upgrading.

Answer:
