



OALCF Task Cover Sheet

Task Title: Write and read appointments on a calendar to organize a personal schedule

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: Write upcoming events and appointments on a current calendar, and then at a later time read the entries and answer questions orally about these entries.	
Competency: A: Find and use information. B: Communicate ideas and information. C: Understand and use numbers. E: Manage learning	Task Group(s): A2: Interpret documents B3: Complete and create documents C2: Manage time E: Manage learning
Level Indicators: A2.1: Interpret very simple documents to locate specific details. B3.1a: Make straightforward entries to complete very simple documents. C2.1: Measure time and make simple calculations E.1: Set short term-goals, begin to use limited learning strategies, and begin to monitor own learning	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Current calendar or blank calendar page (attached)• Prepared appointment cards (e.g. doctor)• Pen or pencil	

Task Title: Write and read an appointment calendar

Practitioner Instructions:

1. Review the learner's instructions with the learner. Have them use a current calendar or enter the correct dates to make a blank calendar current.
2. Go over the evaluation checklist with your learner so that they are aware of the skills to be demonstrated.
3. Dictate five (5) appointments to the learner to enter on the correct dates.

You may use the following suggestions but ensure they are appropriate for your learner (if you change them make sure to revise the learner's questions on the next page):

- a) Class every Tuesday and Thursday at the Literacy Council from 1:00-3:30 p.m.
 - b) Appointment with the doctor on the 8th at 9:45 a.m.
 - c) House meeting the third Monday of every month at 7:00 p.m.
 - d) Birthday party at (insert the name of a friend of your student) on the 23rd at 8:15 p.m.
 - e) You are meeting a friend at 9.30 a.m. to go shopping in Toronto on the 19th
 - f) Job interview tomorrow at 4:30 p.m. at Wendy's
4. After a period of time, ask the learner to look back at their calendar and verbally answer the questions which follow.
 5. When the learner has completed the activity, complete the evaluation together, enter the date completed, and note whether it was successful.

Help allowed:

You may help the learner with the spelling of one or two words if asked.

The learner may copy words from an appointment card.

You may help the learner read the questions or read them to the learner. No help is allowed in reading and interpreting what is written on the calendar.

Evaluation Instructions:

Learner should have entered the correct information on the correct dates on the calendar. Must be able to answer the questions with 90% accuracy.

Alternate activity: The learner may enter their own activities during the current month on a calendar.

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Learner Information and Instructions:

People often use calendars to keep track of what they have to do each day.

Task 1: Use a ready-made calendar or make the blank calendar look like a calendar of the present month by writing in the month, the days and numbers on the correct days.

Task 2: The practitioner will tell you about an event including the date and time. Write the information you will need on the correct date of your calendar. Be sure that you can read your entry later.

(There will be a list of at least five events.)

Task 3: If the practitioner gives you an appointment card, you may copy information from it on to your calendar.

Task 4: After a period of time (hours or days), look back at your calendar and answer the following questions.

Calendar Questions: (May be asked and answered verbally)

1. What is today's date?
2. What is your next appointment on the calendar after today?
3. What is happening on the 23rd of this month?
4. On what date and time is your job interview?
5. What day of the week is your doctor's appointment?
6. What date and time is your house meeting?
7. When are you going shopping in Toronto?
8. If someone asked you to babysit at 2:00 p.m. on the 16th, would you be available to do it?

Task Title: Write and read an appointment calendar

Calendar for the month of _____ 20_____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Task title: Write and read an appointment schedule

Learner's Self-Reflection:

- | | | | | | |
|----|--|-----|--------------------------|----|--------------------------|
| 1. | I know how a calendar is set up. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. | I was able to mark the appointments correctly on the calendar. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. | I only asked for help with spelling if I needed it. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | I copied information correctly. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | I was able to write the times correctly. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. | I used capital letters for names of people. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. | I was able to read <u>everything</u> I wrote later. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. | I answered most of the questions correctly. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Other comments:

Sample of Writing:

Year: 200__
Calendar for the month of March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4						
11						
18						
25						

(Handwritten notes in the calendar cells include: '7:00 PM house meeting' on Mon 18; '1:00-6 3:30 class' on Tue 5; '9:45 AM doctor' on Thu 7; '1:00-1 3:30 class' on Thu 14; '8:15 PM Birthdays party' on Fri 22; '4:30 PM Job interview' on Sat 29; 'wends' on Sat 30; '31' on Sat 31.)

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> Scans to locate specific details. 			
	<ul style="list-style-type: none"> Locates specific details in simple documents 			
	<ul style="list-style-type: none"> Locates a single piece of information, using format and headings 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
C2.1	<ul style="list-style-type: none"> Recognizes values in number and word format 			
	<ul style="list-style-type: none"> Understands chronological order 			
	<ul style="list-style-type: none"> Understands and uses common date formats 			
	<ul style="list-style-type: none"> Represents dates and times using standard conventions (including a.m. and p.m.) 			
	<ul style="list-style-type: none"> Interprets... time using whole numbers... 			
E.1	<ul style="list-style-type: none"> Begins to monitor own learning 			
	<ul style="list-style-type: none"> Uses feedback to improve performance 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature