



Task prepared for the project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014). This task set was vetted by this project and was not reviewed by the QUILL team.

Task Title: Assemble Supplies for a Board Meeting

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Compare a list of required supplies to the supplies on hand and make a shopping list.

Competency: A: Find and Use Information, B: Communicate Ideas and Information, C: Understand and Use Numbers

Task Groups: A2: Interpret documents, B3: Complete and create documents, C4: Manage data

Level Indicators:

- A2.1: Interpret very simple documents to locate specific details
- B3.1b: Create very simple documents to display and organize a limited amount of information
- C4.1: Make simple comparisons and calculations

Performance Descriptors: See chart on last page

Materials Required:

- Note to Administrative Assistant
- Learner information and task sheet

Note to Administrative Assistant

To: Administrative Assistant

Please check the supply room to see if we have the following for each of the 22 persons attending tomorrow's board meeting:

- 1 yellow legal pad
- 1 pencil
- a copy of the Annual Report
- pad of 1/2 inch by 2 inch blue sticky notes

Make a list of anything that will need to be purchased.

Thank you

Learner Information and Work Sheet

Administrative assistants may be asked to gather materials in preparation for meetings.

Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:

- **a stack of 30 annual reports**
- **an unopened box of pencils, the label stating "one dozen"**
- **an open box of pencils with 7 pencils in it**
- **two packages of yellow legal pads, each containing 6**
- **three unopened packages of blue 1/2 inch by 2 inch sticky notes, each containing 6 pads**
- **an open package of blue 1/2 inch by 2 inch sticky notes with 4 pads remaining**

List the items and amounts that will have to be purchased:

Answers

Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:

- a stack of 30 annual reports
- an unopened box of pencils, the label stating "one dozen"
- an open box of pencils with 7 pencils in it
- two packages of yellow legal pads, each containing 6
- three unopened packages of blue ½ inch by 2 inch sticky notes, each containing 6 pads
- an open package of blue ½ inch by 2 inch sticky notes with 4 pads remaining

List the items and amounts that will have to be purchased:

Items to be Purchased:

- 3 pencils ($12 + 7 = 19$, $22 - 19 = 3$)
- 10 yellow legal pads ($6 \times 2 = 12$, $22 - 12 = 10$)

Note: Items that should not be on the list include copies of the annual report (there were 30 available, more than the number needed for the meeting) and sticky notes ($3 \times 6 = 18$, $18 + 4 = 22$, the exact number required).

Performance Descriptors 1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	Scans to locate specific details			
A2.1	Interprets brief text and common symbols			
B3.1b	Follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
C4.1	Adds, subtracts, multiplies and divides whole numbers and decimals			
C4.1	Recognizes values in number and word format			
C4.1	Identifies and compares quantities of items			
C4.1	Identifies and performs required operation			
C4.1	Interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			
C4.1	Follows apparent steps to reach solutions			

This task: Was successfully completed Needs to be tried again

Performance Descriptors 2

Learner Comments:

Instructor (print):

Learner (print):
