

Task-based Activity Cover Sheet

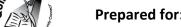
Task Title: Book a Hotel Room Online

Learner Name:					
Date Started:	Date Completed:				
Successful Commission - Voc No.					
Successful Completion: Yes No	<u> </u>				
Goal Path: Employment ✓ Apprenticeship	Secondary School Post Secondary Independence ✓				
Task Description:					
Go online to the Holiday Inn website to book a	hotel room online. Then fill out a booking form with				
information supplied.					
Competency:	Task Group(s):				
B: Communicate Ideas and Information	B3: Complete and Create Documents				
A: Find and Use Information	A1: Read Continuous Text				
D: Use Digital Technology	A2: Interpret Documents				
	D2: Use Digital Technology				
Level Indicators:					
B3.2: Use layout to determine where to make 6	entries in simple documents				
A1.2: Read text to locate and connect ideas and	d information				
A2.2: Interpret simple documents to locate and	d connect information				
D2: Perform well-defined, multi-step digital tas	ks				
Performance Descriptors: see chart or click he	r <u>e</u>				
Skill Building Activities: see last page or click h	nere				
Materials Required:					
 Computer with internet connection 					
 Booking form (included) 					
• Pencil					
ESKARGO:					

- Uses layout to determine where to make entries
- Begins to make some inferences to decide what information is needed, where and how to enter the information
- Makes multiple entries using a limited range of vocabulary
- Follows instructions on document
- Makes entries on simple forms and tables



Attitudes:		
Practitioner,		
We encourage you to talk with the the task has to be considered whe	e learner about attitudes required to comp n identifying attitudes.	plete this task set. The context of
With your learner, please check or	ne of the following:	
Attitude is not important	Attitude is somewhat important	Attitude is very important



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Travelers often book hotel rooms online to ensure that rooms are reserved for them before traveling. Administrative clerks often book hotel rooms for an employer or other employees.

A clerk has been asked to book a hotel room for one month from today. The room is for one adult for one night in Kitchener, Ontario. The room must be non-smoking and have wireless access to the internet. Using the internet, find a suitable room at the cheapest rate.

Learner Information and Tasks:

- **Task 1:** Using the internet go to the Holiday Inn website to find a hotel: http://www.ihg.com/holidayinn/hotels/us/en/reservation.
- **Task 2:** Enter the required information in the "Find a Hotel" search box and click "Find a Hotel".
- Task 3 In the "Search Results" webpage, look at all the options. Using the dropdown arrow, change "all amenities" to "wireless internet". Change "km away" from "50" to "10". Click Apply to see the options.
- **Task 4:** Choose a hotel that seems most suitable for the price. It does not have to be a Holiday Inn hotel. Click **Check Rates**.
- **Task 5:** Choose a suitable room and write down the following information:

Name of Hotel:

Cost of room before taxes:

Number and type of bed(s):



- **Task 6:** For the room chosen, click **view rates**. Click **BOOK THIS ROOM**. When actually booking the room online this form would be completed, but a copy of this form has been provided below. Use the following information to fill out the "Booking form". For the credit card information, circle the correct type of card, month and year. When actually booking a hotel, the dropdown arrow is used to fill out this information.
 - a. John Smith
 - b. 123 King Street West, Hamilton, ON L8P 1A5
 - c. 905-555-1234
 - d. John905smith@hotmail.com
 - e. MasterCard 6018 5555 4444 3333 May 2015



Booking Form

Contact Information

All fields are required unless specified as o	optional.		
First Name	Last Name		
Country			
	\checkmark		
Address	Additional address information (antional)		
	Additional address information (optional)		
City/Town	Postal Code		
Email	Phone Number		







Expiration Date Credit Card Type Credit Card Number MM (Month) 01 (January) 2014 American Express 2015 02 (February) Business Advantage Card 03 (March) 2016 Carte Blanche 2017 A credit card must be presented un 04 (April) Diners Club 2018 05 (May) Discover 06 (June) 2019 Euro Card 2020 07 (July) JCB 08 (August) 2021 Master Card 2022 09 (September) V<u>is</u>a 2023 10 (October) 2024 11 (November) 12 (December)



Task Title: Book a Hotel Room Online

Answer Key

Task 1: Must open up Google and type in "Holiday Inn"

Task 2: Be able to type in information required as given in the scenario. On the screen, there should be

a list of hotel rooms.

Task 3: Correct dropdown keys should be clicked and the information changed as required in task 3.

"Apply" key should be clicked.

Task 4: There should only be a few options for Kitchener.

Task 5: Name of Hotel: (answers will vary) Any type of hotel is acceptable

Cost of room before taxes: answers will vary but it should be between \$100-175.

Number and type of bed(s): something like: "1 King bed Standard Non-smoking"

Task 6: Should have booking online form on the screen. See next page for what the completed form

will look like.

Please note: If the learner is capable to complete the online portion of this task on their own, they do not need to follow the directions given. However, the point of the directions is to guide the learner to locate the form. The form then is filled out on paper. This also provides proof that the learner completed the task. The purpose of the task is to be able to complete forms (B3.2), which they do with the paper copy.



Task Title: Book a Hotel Room Online - Answer Key for Task 6

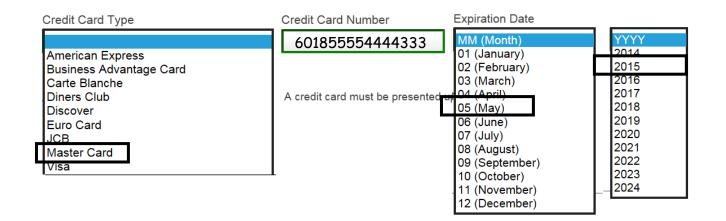
Contact Information

All fields are required unless specified as optional. First Name Last Name Smith John Country Canada Address Additional address information (optional) 123 King St. W. City/Town Postal Code L8P 1A5 Hamilton Phone Number Email John905smith@hotmail.com 905-555-1234

Credit Card Information @









Task Title: Book a Hotel Room Online

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently	
B3.2	uses layout to determine	ermine where to make entries			
		ome inferences to decide what information and how to enter the information	on		
	 makes entries usin 	ng a limited range of vocabulary			
	follows instruction	ns on documents			
A1.2	scans text to locate	te information			
	 locates multiple pi 	ieces of information in simple texts			
A2.2	performs limited s	searches using one or two search criteria			
	uses layout to loca	ate information			
D.2	selects and follows	s appropriate steps to complete tasks			
	locates and recogn	nizes functions and commands			
	makes low-level in	nferences to interpret icons and text			
	 performs simple se software help mer 	searches using keywords (e.g. internet, nu)			

nstructor (print)		Learner Signature	
Learner	Comments		
his task:	was successfully completed needs to	be tried again	
	software neip mena,		_
	 performs simple searches using keywords (e.g. inter software help menu) 	rnet,	
	makes low-level inferences to interpret icons and te	ext	
	 locates and recognizes functions and commands 		



Skill Building Activities

Links for online resources:

Filling in a Form (BBC Skillwise)

http://www.bbc.co.uk/skillswise/topic/filling-out-a-form

"Filling in forms accurately is a key skill in applying for jobs, schools, bank loans, etc." By clicking on this link, the learner is able to watch a 1 minute video about filling in forms. In the video a janitor, hotel receptionist, and engineer explain as to why filling it forms is important for their job. The learner also has access to the "Form Finder Game" in which they have practice finding the appropriate fields on a form.

Filling in Forms (Literacytools)

http://www.literacytools.ie/pages/actions/viewPdfFile.cfm?pld=184

In this document, "Filling in Forms," learners are given 7 general tips of best practice when completing a form. There are several exercises within the document to help learners practice their skills when filling out forms: forms with boxes, writing dates in boxes, application forms, etc. There is also a section on vocabulary commonly used when filling out forms.

Filling out a Form (LaRue Literacy Exercies)

http://www.mcedservices.com/litex/litex.htm

There are two sections to note on this website: "Online Literacy Learning Activities" and "Printable Literacy Learning Activities." The learner has the option to work on the "Filling out a Form" online lessons or can choose to download lesson material. The online and printable sections have an introduction to filling out a form and Exercised 3.1, 3.2, and 3.3 to practice where information should be inserted on a form.

LearningHUB Courses Available:

- Independent Study, PLATO PLE (Assigned by Practitioner after assessment):
 - Document Use Level 1 (Assignment 1): Unit 2 Forms 1
 - Document Use Level 2 (Assignment 1): Unit 2 Forms 2
 - Document Use Level 3 (Assignment 1): Unit 1 Forms 3
- Live Classes (SABA)
 - Filling in Forms

*To Access LearningHUB Course Catalogue:

http://www.learninghub.ca/Files/PDF-

files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf

^{*}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/get registered.aspx