Task Title: Read a business message

Learner Name:

Date Started:	Date Completed:

Successful Completion: Yes___   No___

Goal Path: Employment ✔ Apprenticeship___ Secondary School___ Post Secondary___ Independence ✔

Task Description:

Read aloud a message from a business and then answer written questions about the message.

Competency:	Task Group(s):
A. Find and Use information	A1: Read continuous text
B. Communicate ideas and information	A2: Interpret documents
C. Understand and use numbers	C2: Manage time
E. Manage learning	E: Manage learning

Level Indicators:

A1.2:   Read texts to locate and connect ideas and information

A2.1:   Interpret very simple documents to locate specific details

C2.1:   Measure time and make simple calculations

E.1:   Set short-term goals, begin to use limited strategies and begin to monitor own learning

Performance Descriptors: see chart on last page

Materials Required:

- Message form
- Paper (questions) and pen

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Practitioner Instructions:

1.   Review the student's instructions with the student.

2.   Go over the checklist with your student so that your student is aware of the skills to be demonstrated.

3.   Ask the student to read the message aloud.

4.   When the student has completed the task, complete the evaluation together with the student, enter the date completed, and note whether it was successful or needs to be tried again.

<u>Help allowed:</u>   Dictionary

<u>Adaptation:</u>   any other message from a retail or wholesale outlet

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Task Title: Read a business message– Answer Key

*there may be some variation, depending on the questions that the learner was asked

Answer Sheet:

1.   **Janet**

2.   **by phone**

3.   **George Roberts**

4.   **Mrs. Adamson**

5.   **11:15 am**

6.   **to tell George of special deals and see if he is interested**

7.   **retail carpet cleaning**

8.   **before 5pm**

9.   **We don't know what the special deals are. Who is Pat?...answers will vary dependent on the learner**

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Learner Information and Instructions:

Task 1:   Look at all parts of the message your instructor gives you.

Task 2:   Read the message aloud to your instructor.

Task 3:   Answer these questions. Try to write your answers on your own.

1.   Who took the message? _____

2.   How did she get this message? _____

3.   Who is the message for? _____

4.   Who was the message from? _____

5.   When was the message left? _____

6.   What is the main purpose of this message? _____

_____

7.   What do you think the special deal is about ? _____

   _____

8.   When does George have to return the call? _____

9.   Do you think this message is clear?   Why or why not?_____

_____

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KWIK KOPY PRINTING digiprint

To: George Roberts

Date: Sept 20/20°° Time: 11·15 am

While You Were Out.....

Mr/Mrs. Adamson

or Kwik Carpet Cleaning.

Area Code Phone 705 728- 7323

☑ Called   ☐ Came By To See You   ☑ Wants To See You

☑ Please Call   ☐ Will Call Again   ☐ Returned Your Call

Message: She has some special deals on at the moment, especially for stores, and wants to know if you're interested. She said you would remember her from last year. (?) She'll be in her office until 5pm and she's anxious that you call before then. She also asked for someone called "Pat", but I didn't know who that was.

Message Taken By: Janet

110 Anne Street South, Barrie, Ontario L4N 2E3
Tel: (705) 737-2213 Fax: (705) 737-4861 Toll Free: (800) 446-4860
Email: kwikkopy@bconnex.net

Learner's self reflection:

I recognized that this was a telephone message.   Yes ❏   No ❏

I knew who took this message and who this message was for.   Yes ❏   No ❏

I knew what had to be done.   Yes ❏   No ❏

I could read all the names on this message.   Yes ❏   No ❏

I found it easy to read this message.   Yes ❏   No ❏

I answered __ out of 9 questions correctly.   Yes ❏   No ❏

Learner Comments:

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	● follows the main events of informational texts			
	● scans text to locate information			
	● locates multiple pieces of information in simple texts			
	● makes low level inferences			
A2.1	● interprets brief text			
	● locates specific details in simple documents			
	● scans to locate specific details			
C2.1	● understands and uses common date formats			
	● represents dates and times using standard conventions (a.m. and p.m.)			
E.1	● begins to monitor own learning			
	● uses feedback to improve performance			

This task: was successfully completed____   needs to be tried again____

_____   _____

Instructor (print)   **Learner Signature**