

OALCF Task Cover Sheet

Task Title: Passing on a message to relay information

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: The learner will be given a verbal message to pass on to another student in the classroom	
Competency: B Communicate ideas and information E Manage Learning	Task Group(s): B1. Interact with others E (no task groups for this competency)
Level Indicators: B1.1 Participate in brief interactions to exchange information with one other person 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">• Pen and paper if needed to record message• Develop a message that fits within your classroom. The message should be no more than two or three sentences in length. Ensure that there are two key points to the message. Example: "Please tell John that break is going to be 5 minutes early today. This is because we have a guest coming to the classroom to talk about employment supports."	

In life and at work everyone is expected to share information. It is important that we be clear and concise to avoid confusion.

Your instructor is going to give you an important message to pass on to someone else.

Task 1: Listen to the message your instructor will give you. (You may write down the message if it is easier for you to remember that way)

Task 2: Give the message to the person verbally or by signing.

Task 3: Talk to your instructor about what they observed or heard.

Task 4: Fill out the Learner Self-evaluation.

Learner Self-evaluation:

1. I was able to read and understand the Learner instructions. Yes No
2. I was able to listen to the message. Yes No
3. I was able to understand the message. Yes No
4. I was able to give the message to the right person. Yes No
5. The person was able to understand my message. Yes No

Other Comments:

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	<ul style="list-style-type: none"> Conveys information on familiar topics 			
	<ul style="list-style-type: none"> Shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others 			
	<ul style="list-style-type: none"> Chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> Participates in short, simple exchanges 			
	<ul style="list-style-type: none"> Speaks or signs clearly in a focused and organized way 			
E.1	<ul style="list-style-type: none"> Sets short-term goals 			
	<ul style="list-style-type: none"> Identifies steps required to achieve goals 			
	<ul style="list-style-type: none"> Begins to monitor progress towards achieving goals 			
	<ul style="list-style-type: none"> Begins to use a limited number of learning strategies (e.g. follows directions, takes notes) 			
	<ul style="list-style-type: none"> Begins to identify ways to remember information and reinforce learning 			
	<ul style="list-style-type: none"> Begins to monitor own learning 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature