



Task Title: Automotive Shop Booking Sheet

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will use an automotive booking sheet to determine how many appointments they have for the week.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage data/C4.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Apprentices in an automotive shop will need to be able to read the booking sheet for the week to know what jobs are coming in, and when appointments are available.

Scan the "Booking Sheet."

Booking Sheet	
Day	Jobs
Monday	Mrs. Jones - car service Mr. Ali - oil change Miss Watkins - 2 new brake pads
Tuesday	Miss Addison - car service Mr. Smith - car service Mrs. Jenkins - oil change
Wednesday	Mr. Lovekin - 4 new tires Mr. Brownhill - oil change Mr. Talos - oil change
Thursday	Mrs. Bilkins - car service Mr. Jamal - 2 new tires Miss Halvern - 4 new brake pads
Friday	Mr. Woods - oil change Mr. Billings - oil change Mrs. Hodge - oil change

Work Sheet

Task 1: How many customers does the shop have booked for appointments this week?

Answer:

Task 2: How many new tires will the shop need to have in stock this week?

Answer:

Task 3: How many litres of oil will the shop use this week if each oil change requires 4 litres of oil?

Answer:

Answers

Task 1: How many customers does the shop have booked for appointments this week?

Answer: 15

Task 2: How many new tires will the shop need to have in stock this week?

Answer: 6

Task 3: How many litres of oil will the shop use this week if each oil change requires 4 litres of oil?

Answer: $7 \times 4 = 28\text{L}$ of oil

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
C4.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	recognizes values in number and word format			
	identifies and compares quantities of items			
	understands numerical order			
	identifies and performs required operation			

This task: Was successfully completed Needs to be tried again

Task Title: AutomotiveShopBookingSheet_EA_A2.2_C4.1

Learner Comments:

Instructor (print):

Learner (print):
