

Task Title: Read a Brief Email

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: Read a brief email confirming the date and time of a meeting.

Main Competency/Task Group/Level Indicator:

• Find and Use Information/Read continuous text/A1.1

Materials Required:

• Pen/pencil and paper and/or digital device

Learner Information

Email is a primary method of communication in the workplace. Meetings are often arranged through emails.

Scan the attached email.

🗐 🔒 🤊 U 🌢	- 😻 ↓ Staff M	Meeting - Mess	sage (HTML)		
File Messa	ge Insert Options	Format Tex	t Review		۵ 🕜
Cali Paste V Clipboard S	<u> </u>	Names	 Attach File Attach Item Signature Include 	 ♥ Follow Up ▼ ♥ High Importance ♥ Low Importance Tags □ 	Q Zoom Zoom
To Send Cc Subject: Hi staff, There will be in the Kitchen 9:30 a.m. and Be sure to bri	abby@theliteracycouncil. donna@theliteracycouncil Staff Meeting Staff Meeting staff Meeting go until 4:00 p.m. We ng your teal book and n if you plan on attend	com; <u>betty@thel</u> .com staff on Septe rick Street, K e will go to th a USB stick.	ember 12th. The (itchener. The m ne restaurant in Coffee and good	e meeting will be he eeting will start at the City Hall for lu	eld nch.

Task Title: ReadaBriefEmail_EA_A1.1

Work Sheet

Task 1: Who sent the email?

Answer:

Task 2: Who was the email sent to?

Answer:

Task 3: When is the date of the meeting?

Answer:

Task 4: Where will the meeting be held?

Answer:

Task 5: When will the meeting start?

Answer:

Task Title: ReadaBriefEmail_EA_A1.1

Task 6: What colour of book is staff to bring to the meeting?

Answer:

Task 7: Where will the staff go for lunch?

Answer:

Task Title: ReadaBriefEmail_EA_A1.1

Answers

Task 1: Who sent the email?

Answer: John

Task 2: Who was the email sent to?

Answer: Staff (or Abby, Betty, Carly and Donna or the full email addresses of each)

Task 3: When is the date of the meeting?

Answer: September 12th

Task 4: Where will the meeting be held?

Answer: The Kitchener office or 151 Frederick Street, Kitchener

Task 5: When will the meeting start?

Answer: 9:30am

Task 6: What colour of book is staff to bring to the meeting?

Answer: Teal

Task 7: Where will the staff go for lunch?

Answer: Restaurant in City Hall or City Hall

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	reads short texts to locate a single piece of information			
	decodes words and makes meaning of sentences in a single text			
	follows simple, straightforward instructional texts			

This task: Was successfully completed	Needs to be tried again	
---------------------------------------	-------------------------	--

Learner Comments:

Instructor (print):

Learner (print):

Skill Building Activities

Links to Online Resources:

LearningHUB courses on reading: <u>https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type</u> <u>=d&pREC_ID=1380722</u>

LearningHUB Course Catalogue: https://www.learninghub.ca/apps/pages/coursecatalogue

GCF LearnFree email basics: https://edu.gcfglobal.org/en/topics/emailbasics/