



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

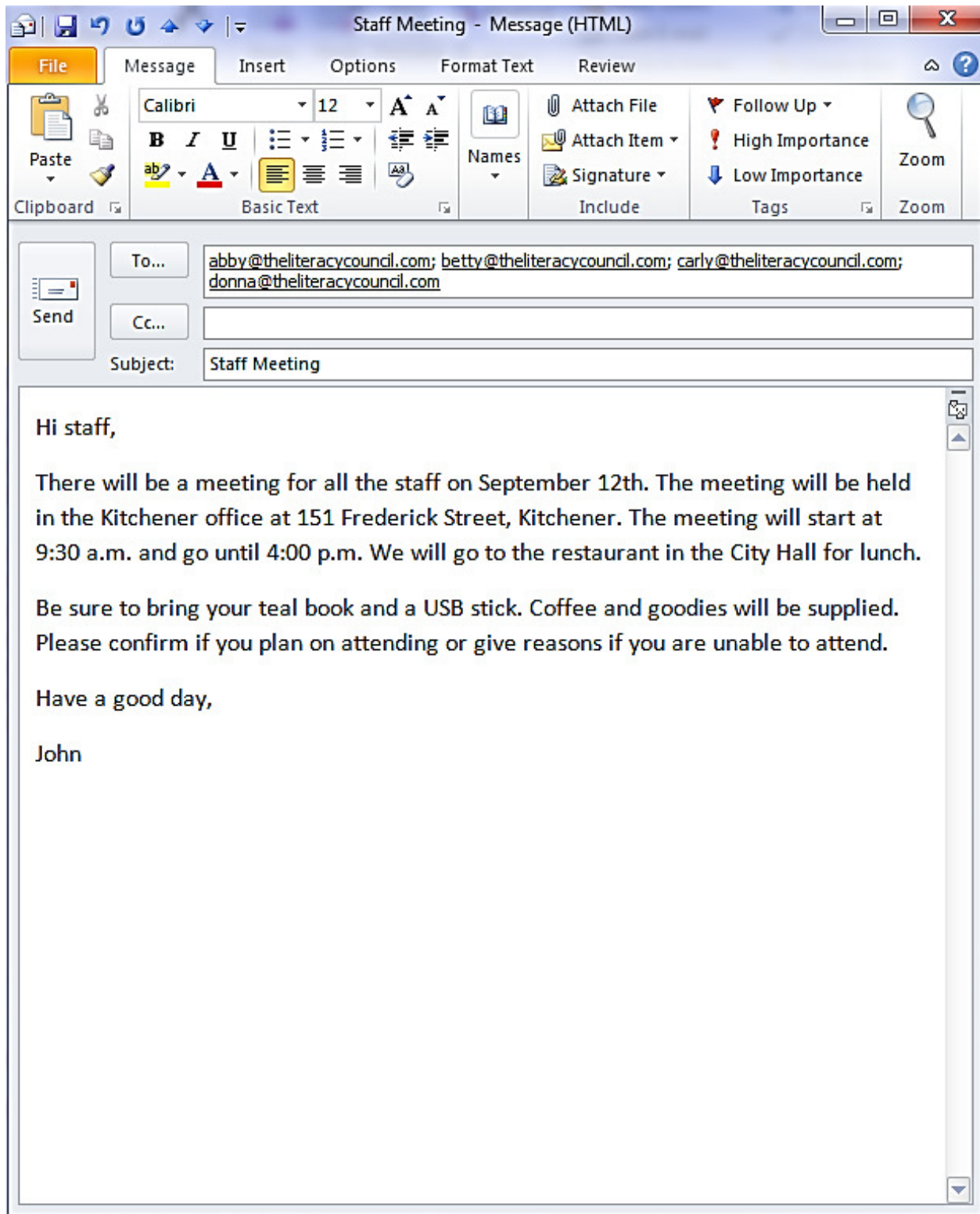
Task Title: ReadBriefEmail_EA_A1.1

Learner Information

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

Scan the attached email.

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

Performance Descriptors

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):

Task Title: ReadabriefEmail_EA_A1.1

Skill Building Activities

Links to Online Resources:

LearningHUB courses on reading:

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380722

LearningHUB Course Catalogue:

<https://www.learninghub.ca/apps/pages/coursecatalogue>

GCF LearnFree email basics:

<https://edu.gcfglobal.org/en/topics/emailbasics/>