



Task Title: Using the 5 Ws in a Workplace

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 read information related to a notice posted in the workplace and answer questions related to the text.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read Continuous Text/A1.2

Materials Required:

- Pen/pencil and paper

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Learner Information

Employees use who, what, when, where and why questions in the workplace to manage situations or verify information. When asked, these types of questions may be checking the facts to get the correct information.

Scan the **Workplace Notice**.

Workplace Notice:



Important: Weekend Sale & Staff Schedule Update



From: Ms. Daniels, Store Manager

Date: Monday, March 4, 2025

Attention FreshMart Team,

We are preparing for a **Big Spring Sale Event** this **Saturday, March 9, and Sunday, March 10**. To ensure we have enough staff on the floor, there will be **temporary schedule changes** for this weekend only.

◆ **Weekend Sale Details:**

- **Buy One, Get One Free** on selected fresh produce
- **20% off all dairy products**
- **Flash Sale on Saturday from 2:00 PM – 4:00 PM: 50% off bakery items**

◆ **Schedule Changes:**

- **All part-time employees must report by 8:00 AM instead of 10:00 AM on Saturday.**
- **Full-time employees on the closing shift must stay until 10:30 PM on both days.**

◆ **Break Policy Update:**

- Due to high customer traffic, employees must take breaks **before 12:00 PM or after 3:00 PM** on Saturday.

Please confirm your availability to work with Assistant Manager, Mr. Lewis.

If you have questions, reach out to me or **Shift Supervisor, Karen Roberts.**

Thank you,

Ms. Daniels



Note: The store will open at 7:00 AM instead of 8:00 AM on Saturday for early shoppers.

Work Sheet

A workplace notice about an upcoming weekend sale and staff schedule update has been posted on the company bulletin board. However, some employees recall being told different information in the staff meeting on Friday with the Store Manager, Ms. Daniels. At that meeting, she indicated the Flash Sale would be from 1 pm to 3 pm and the store opening time would be 6:30 am for early shoppers.

Task 1: According to the Workplace Notice, what time does the Flash Sale on Saturday begin compared to the time Ms. Daniels indicated in the staff meeting?

Answer:

Task 2: According to the Workplace Notice, what time will the store open on Saturday compared to the time Ms. Daniels indicated in the staff meeting?

Answer:

Task 3: Who should employees ask to confirm the correct times?

Answer:

Task 4: Who should employees contact to confirm their availability to work during the weekend sale?

Answer:

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Task 5: Your co-worker tells you that as a full-time employee you need to work until 10 pm on Saturday. Where can you verify if this is correct?

Answer:

Task 6: Why do employees need to take their breaks before 12 pm or after 3 pm on Saturday?

Answer:

Task 7: When was the Weekend Sale & Staff Schedule Update notice posted?

Answer:

Answers

Task 1: According to the Workplace Notice, what time does the Flash Sale on Saturday begin compared to the time Ms. Daniels indicated in the staff meeting?

Answer: According to the notice, the Flash Sale starts at 2 pm. Ms. Daniels said it would start at 1 pm.

Task 2: According to the Workplace Notice, what time will the store open on Saturday compared to the time Ms. Daniels indicated in the staff meeting?

Answer: According to the notice, the store will open at 7 am compared to 6:30 am, which is when Ms. Daniels said in the meeting the store would open.

Task 3: Who should employees ask to confirm the correct times?

Answer: Ms. Daniels, Store Manager

Task 4: Who should employees contact to confirm their availability to work during the weekend sale?

Answer: Assistant Manager, Mr. Lewis

Task 5: Your co-worker tells you that as a full-time employee you need to work until 10 pm on Saturday. Where can you verify if this is correct?

Answer: The Workplace Notice (full-time employees on the closing shift have to work until 10:30 pm not 10 pm)

Task 6: Why do employees need to take their breaks before 12 pm or after 3 pm on Saturday?

Answer: So, they are not on break during high customer traffic times

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Task 7: When was the Weekend Sale & Staff Schedule Update notice posted?

Answer: Monday, March 4, 2025

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Makes connections between sentences and between paragraphs in a single text			
	Scans text to locate information			
	Reads more complex texts to locate a single piece of information			
	Makes low-level inferences			
	Follows the main events of descriptive, narrative, and informational texts			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
