OALCF Task Cover Sheet

Task Title: Planning a Birthday Party

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___
Goal Path: Employment___ Apprenticeship___ Secondary School___ Post Secondary ___ Independence ✓
Task Description: Learners complete a list of the birthdays of family members and friends and then plan a birthday party for one person from the list.

Competency:	**Task Group(s):**
B: Communicate Ideas and Information	B1: Interact with others
	B2: Write continuous text
	B3: Complete and create documents

Level Indicators: B1.1: Participate in brief interactions to exchange information with one other person B2.1: Write brief texts to convey simple ideas and factual information B3.1b: Create very simple documents to display and organize a limited amount of information
Performance Descriptors: see chart on last page
Skill Building Activity: Please find skill building activities at the end of this task set or click here.
Materials Required: • Task question and answer sheet • Pencil or pen

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Practitioner Notes:

Task 1 can be scaled up to B3.2b by having the learner record the names and birthdates in a two-column table.

A related skill building activity (to be done after successfully completing the task set) is attached.

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When holding a birthday party for friends or family members it requires planning to be successful.

Learner Information and Tasks:

Task 1:   Make a list below of three to five of your friends and family members. Next to each name; write their birthday.

_____

_____

_____

_____

_____

Task 2:   Look at the list you created and choose someone to plan a birthday party for. When is the date of the party? _____.

Task 3:   When is the time of the party? _____.

Task 4:   Where will the party be held? _____.

Task 5:   How many people will you invite? _____.

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Task 6:   Make a list of items you will need for the party:

_____

_____

_____

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_____

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Answer Key

Task 1:   Answers will vary; the list should include at least 3 names. If the learner contacts one or more individuals to find out their birthday, they have demonstrated competency B1.1. The list demonstrates competency B3.1b.

Tasks 2-6:   Answers will vary. Task 6 once again demonstrates competency B3.1b.

Literacy Link
South Central

Task prepared for the project "Using Technology to Facilitate Connections between Literacy and the Broader Community" (2014)

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1:	• shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others			
	• chooses appropriate language in exchanges with clearly defined purposes			
	• participates in short, simple exchanges			
	• speaks or signs clearly in a focused and organized way			
B2.1:	• writes simple texts to request, remind or inform			
	• conveys simple ideas and factual information			
	• uses highly familiar vocabulary			
B3.1b	• follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   **Learner Signature**

Skill Building Activity: Planning a Birthday Party

Cardinal and Ordinal Numbers

A **cardinal number** tells us "how many", for example, **6** kittens or **20** friends.

Ordinal numbers tell us the order of things in a set, for example, the **sixth** fastest or the **first** in line.

When we write down a date, we can write the number part in **cardinal** form, like this: **April 1, 2014**; or in **ordinal** form, like this: **April first, 2014**. When we are using this ordinal form, we are saying that the day is the first day of the month of April. The month of April is a set of 30 days.

Using your list of birthdays from the Task, and a calendar; find the day of the week for each birthday on your list. Make a new list, including the day of the week, the date in **ordinal** form, the person's name, and that person's relationship to you. Here is an example:

Monday, March fifteenth, Jason (friend)
Thursday, April twenty-seventh, Diane (mother)

_____

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