



Task Title: Make a Garage Sale Flyer

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: Create a flyer for a garage sale and determine how much it will cost to have the flyer printed and photocopied.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device with Word Processing program (e.g. Microsoft Word or Google Docs)
- Printer (optional)

Learner Information

Many people hold garage sales to sell things they no longer need. When creating a flyer for a garage sale, it is important to include all relevant details so people will attend.

Read the “**Garage Sale Information**”.

Garage Sale Information

You have decided to have a garage sale at your house on June 24, 2025 from 8:00 am to 12 noon. No early birds please!

The items for sale include: Old dishes, a few pots and pans, a desk and chair set, a 6’ book shelf, children’s toys, two pairs of ice skates, and assorted household items.

You will need to print 25 copies to post around the neighbourhood.

Learner Instructions

Open a word processing program (e.g. Microsoft Word or Google Docs). You can use a “flyer” template if this is available in the program you are using. If not, you can conduct a google search for “garage sale flyer examples” to look at ideas.

Work Sheet

Task 1a): What will be the title of your flyer?

Answer:

Task 1b): Use a text box to put the title on your flyer.

Answer:

Task completed: Yes: No:

Task 2: List four pieces of information you should include on your flyer.

Task 3: Use text boxes to put the information listed under Task 2 on your flyer.

Answer:

Task completed: Yes: No:

Task 4: Add two photos or two pieces of clip art to your flyer. Feel free to add more photos or clip art if you wish.

Answer:

Task completed: Yes: No:

Task 5: When you think your flyer is complete, print it out and show it to your instructor.

Answer:

Task completed: Yes: No:

Task 6: Complete the chart below by calculating the total cost for 3 different businesses to print 25 colour copies of the flyer, and 25 black and white (B&W) copies.

Name of Printing Company	Cost per copy	Total Cost
Print Basics	\$0.45 (B&W)	
	\$1.19 (Colour)	
The Copy Store	\$0.42 (B&W)	
	\$1.27 (Colour)	
Commercial Print Service	\$0.70 (B&W)	
	\$1.24 (Colour)	

Task 7: What company offers the least expensive price for printing your flyer in colour?

Answer:

Task 8: What company offers the least expensive price for printing your flyer in black and white?

Answer:

Answers

Tasks 1-5:

Answers will vary. The learner should include their address, and date and time of the sale (and no early birds please) on the flyer. A list of items for sale should also be included.

Task 6: Complete the chart below by calculating the total cost for 3 different businesses to print 25 colour copies of the flyer, and 25 black and white (B&W) copies.

Answer:

Name of Printing Company	Cost per copy	Total Cost
Print Basics	\$0.45 (B&W)	$.45 \times 25 = \$11.25$
	\$1.19 (Colour)	$1.19 \times 25 = \$29.75$
The Copy Store	\$0.42 (B&W)	$.42 \times 25 = \$10.50$
	\$1.27 (Colour)	$1.27 \times 25 = \$31.75$
Commercial Print Service	\$0.70 (B&W)	$.70 \times 25 = \$17.50$
	\$1.24 (Colour)	$1.24 \times 25 = \$31.00$

Task 7: What company offers the least expensive price to print your flyer in colour?

Answer: Print Basics (\$29.75)

Task 8: What company offers the least expensive price to print your flyer in black and white?

Answer: The Copy Store (\$10.50)

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes text to explain or describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audience			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	uses a limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
B3.1b	follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	organizes lists to suit purpose (e.g. chronologically,			

Task Title: MakeGarageSaleFlyer_I_B2.2_B3.1b_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	alphabetically, numerically, sequentially)			
	presents text and numbers below one or more headings in lists			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
