



Task Title: Passing on a Message to Relay Information

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 be given a verbal message to pass on to another person.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Manage Learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device

Notes for Instructors/Practitioners

Develop a message that can be relayed by your learner to someone else. The message should be no more than two or three sentences in length. Ensure there are two key points to the message. For example: "Please tell John that break is going to be five minutes early today. This is because we have a guest speaker coming to the classroom to talk about employment supports."

This task works well with multiple learners in a classroom. However, the learner can give the message back to you as the instructor if you are not using this task in a group setting.

Task Title: PassingOnAMessage_EI_B1.1_E.1

Learner Information

Recording messages accurately is important in work and in our daily lives.

Work Sheet

Task 1: Listen to the message your instructor gives you. You may write down the message if it's easier for you to remember.

Answer: No written response required here.

Task completed: Yes: No:

Task 2: Give the message to another learner (or back to your instructor) verbally or by signing.

Answer: No written response required here.

Task completed: Yes: No:

Task 3: Talk to your instructor about what they observed or heard.

Answer: No written response required here.

Task completed: Yes: No:

Task 4: Fill out the learner self-evaluation.

Learner Self-Evaluation:

1. I was able to read and understand the instructions. Yes No
2. I was able to listen to the message. Yes No
3. I was able to understand the message. Yes No
4. I was able to give the message to the right person. Yes No
5. The person was able to understand my message. Yes No

Other Comments:

Task Title: PassingOnAMessage_EI_B1.1_E.1

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	conveys information on familiar topics			
	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			
E.1	sets short-term goals			
	identifies steps required to achieve goals			
	begins to monitor progress towards achieving goals			
	begins to identify ways to remember information and reinforce learning			

Task Title: PassingOnAMessage_EI_B1.1_E.1

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	begins to monitor own learning			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
