



**Task Title: Read a School Memo**

OALCF Cover Sheet – Practitioner Copy

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** A learner is asked to read and complete documents sent home by their children’s school.

**Competency:**

- Calendar:** A: Find and Use Information  
B: Communicate Ideas and Information  
C: Understand and Use Numbers

**Pizza Order Form:**

- A: Find and Use Information  
B: Communicate Ideas and Information  
C: Understand and Use Numbers

**Task Groups:**

**Calendar**

- A1: Read continuous text  
A2: Interpret documents  
B2: Write continuous text  
C4: Manage data

**Pizza Order Form**

- A1: Read continuous text

A2: Interpret documents  
B2: Write continuous text  
B3: Complete and create documents  
C1: Manage money  
C4: Manage data

**Level Indicators:**

**Calendar**

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- B2.1: Write brief texts to convey simple ideas and factual information
- C4.1: Make simple comparisons and calculations

**Pizza Order Form**

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.1: Interpret very simple documents to locate specific details
- B2.1: Write brief texts to convey simple ideas and factual information
- B3.1a: Make straightforward entries to complete very simple documents
- C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts
- C4.1: Make simple comparisons and calculations

**Performance Descriptors:** See chart on the last page

**Materials Required:**

- March School calendar (attached)
- 2 copies of Pizza lunch order form (attached)
- Question sheets
- Paper
- Pen/pencil

## Learner Information and Tasks

### Calendar, March 2022

Parents often receive monthly calendars that provide information about the events at the school.

SUN	MON	TUE	WED	THU	FRI	SAT
				1  Pizza letter goes home	2	3
4	5  all pizza forms must be in today	6	7	8  International Women's Day	9  Pizza Lunch! Last day before the winter break	10
11	12	13	14	15	16	17
<h1>Break</h1>						
18	19 First day back!	20	21 Playground Grand Opening 	22	23 Report cards 	24
25	26	27 Grade 7/8 Volleyball Tournament 	28	29 Board-wide Professional Activity Day Parent teacher Interviews PM only	30 Parent teacher Interviews AM only	31

**Task 1: When is the last day of school before spring break?**

Answer:

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**Task 2: What event is celebrated on March 8?**

Answer:

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**Task 3: On what date will the children bring home their report cards?**

Answer:

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**Task 4: What is the date and possible times available for meeting with the teachers?**

Answer:

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**Task 5: Your child wants to take part in the volleyball tournament. On what day is the tournament being held?**

Answer:

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**Task 6: What date is pizza day?**

Answer:

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## Pizza Lunch Order Form

**Task 1: Parents often receive regular memos from their children's school upon which they are requested to read, complete, and return to the school. Read the "Pizza Lunch for the Playground Order Form."**

You have 2 children who want to have pizza. Use the following information to complete the pizza forms. Complete a separate form for each child to send in on the due date.

**Task 2: One child wants the pizza package with the orange drink. She also wants a water to drink.**

**Task 3: Your other child wants the pizza package. He wants the apple drink and would like an extra slice of pizza.**

**Task 4: You would like to volunteer to help on pizza day. Complete the required information on the "Pizza Lunch for the Playground Order Form."**

**Task 5: When do you have to return the "Pizza Lunch for the Playground Order Form" to the school?**

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**Task 6: Record what the total cost is for both children.**

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**Task 7: You give your children \$10.00 each to pay for their lunches. How much change do you expect back from each child?**

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# PIZZA LUNCH FOR THE PLAYGROUND ORDER FORM

Date of next lunch: March 9, 2022



**Help support the renewal of our playground.**

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

**Pizza Package: \$2.50 includes:**



1 slice



1 drink  
of



2 Cookies

your choice

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## Order

**Pizza Packages**

**Amount**

Drinks: Water \_\_\_\_\_ Drink Box: apple: \_\_\_\_\_ orange \_\_\_\_\_

Extra Slice \_\_\_\_\_ X \$1.25 =

Extra Juice \_\_\_\_\_ X \$0.50 = apple \_\_\_\_\_ orange \_\_\_\_\_

Extra Water: \_\_\_\_\_ X \$0.50 \_\_\_\_\_

Total Amount :

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**If you plan to buy the day of the pizza lunch, the cost will be more:**

**Pizza: Package: \$3.00**  
**\$1.50/slice**

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## Volunteer Form

I would like to help serve lunch

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Return by March 5, 2022**

# PIZZA LUNCH FOR THE PLAYGROUND ORDER FORM

Date of next lunch: March 9, 2022



**Help support the renewal of our playground.**

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

**Pizza Package: \$2.50 includes:**



1 slice



1 drink  
of



2 Cookies

your choice

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## Order

**Pizza Packages**

**Amount**

Drinks: Water \_\_\_\_\_ Drink Box: apple: \_\_\_\_\_ orange \_\_\_\_\_

Extra Slice \_\_\_\_\_ X \$1.25 =

Extra Juice \_\_\_\_\_ X \$0.50 = apple \_\_\_\_\_ orange \_\_\_\_\_

Extra Water: \_\_\_\_\_ X \$0.50 \_\_\_\_\_

Total Amount :

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**If you plan to buy the day of the pizza lunch, the cost will be more:**

**Pizza: Package: \$3.00**  
**\$1.50/slice**

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## Volunteer Form

I would like to help serve lunch

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Return by March 5, 2022**

## Answer Key

### Calendar, March 2022

Parents often receive monthly calendars that provide information about the events at the school.

**Task 1:** When is the last day of school before spring break?

**March 9**

**Task 2:** What event is celebrated on March 8?

**International Women's Day**

**Task 3:** On what date will the children bring home their report cards?

**March 23**

**Task 4:** What are the dates and possible times available for meeting with the teachers?

**March 29 p.m. (afternoon/evenings only), March 30 a.m. (mornings only)**

**Task 5:** Your child wants to take part in the volleyball tournament. On what day is the tournament being held?

**March 27**

**Task 6:** What date is pizza day?

**March 9**

### Pizza Lunch Order Form

**Task 1:** Parents often receive regular memos from their children's school upon which they are requested to read, complete, and return to the school. Read the "Pizza Lunch for the Playground Order Form."

**Task 2:** One child wants the pizza package with the orange drink. She also wants a water to drink.

**The following should be filled in:**

- **Child's name & teacher's name**
- **Pizza Package amount (1), orange drink box, 1 extra water = 0.50**
- **Total amount: \$ 3.00**



**Task 3:** Your other child wants the pizza package. He wants the apple drink and would like an extra slice of pizza.

**The following should be filled in:**

- **Child's name & teacher's name**
- **Pizza package amount (1), apple drink box, 1 extra slice = 1.25**
- **Total amount: \$3.75**

**Task 4:** You would like to volunteer to help out on pizza day. Complete the required information on the "Pizza Lunch for the Playground Order Form."

**Learner's name and phone number should be filled in at the bottom of one or both forms**

**Task 5:** When do you have to return the "Pizza Lunch for the Playground Order Form" to the school?

**March 5**

**Task 6:** Record what the total cost is for both children.

Child 1: Pizza package (\$2.50) + extra water (0.50) = \$3.00

Child 2: Pizza package (\$2.50) + extra slice (1.25) = \$3.75

Total cost: 3.00 + 3.75 = **\$ 6.75**

**Task 7:** You give your children \$10.00 each to pay for their lunches. How much change do you expect back from each child?

Child 1: 10.00 - 3.00 = **\$7.00**

Child 2: 10.00 - 3.75 = **\$6.25**

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
<b>Calendar</b>				
A1.1	Follows simple, straightforward instructional texts.			
A2.1	Scans to locate specific details.			
	Interprets brief text and common symbols.			
	Locates specific details in simple documents such as labels and signs.			
B2.1	Conveys simple ideas and factual information.			
C4.1	Adds, subtracts, multiplies, and divides whole numbers, and decimals.			
<b>Pizza Order Form</b>				
A1.1	Reads short texts to locate a single piece of information			
	Follows simple, straightforward instructional texts			
	Identifies the main idea in brief texts			
A1.2	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
A2.1	Scans to locate specific details			

Task Title: ReadSchoolMemo\_I\_A1.1\_A2.1\_B2.1\_C4.1\_A1.2\_B3.1a\_C1.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Interprets brief text and common symbols			
	Locates specific details in simple documents, such as labels and signs			
B2.1	Writes simple texts to request, remind, or inform			
	Conveys simple ideas and factual information			
B3.1a	Makes a direct match between what is requested and what is entered			
	Makes entries using familiar vocabulary			
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers			
	Selects appropriate steps to reach solutions			
	Represents costs and rates using monetary symbols, decimals, and percentages			
	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals.			

Task Title: ReadSchoolMemo\_I\_A1.1\_A2.1\_B2.1\_C4.1\_A1.2\_B3.1a\_C1.2

This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor (print):

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**Learner Signature:**

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