

OALCF Task Cover Sheet

Task Title: Subscription Renewal

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ✓	
Task Description: In this task set, a learner is asked to complete a magazine subscription form for themselves and as a gift for a family member. The learner must also write a cheque to pay for the subscriptions.	
Competencies: A Find and Use Information B Communicate Ideas and Information C Understand and use numbers	Task Group(s): A1 Read continuous text A2 Interpret documents B2 Write continuous text B3 Complete and create documents C1 Manage money
Level Indicators: 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 B3.1a: Make straightforward entries to complete very simple documents C1.1: Compare costs and make simple calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Question or Task Sheet• Subscription Order Form• Personal Cheque	

Task Title: Subscription Renewal

In this task, you are renewing your annual subscription to your favourite magazine. You decide to purchase a subscription for your sister, Fatima Wong, as well. You will write a cheque for the full amount of both subscriptions. Fatima's address is 123 Wonderful Street, Niceville, ON X3X 2X4.

Task 1: What is the name of the magazine?

Task 2: a) How much is the first subscription? _____

b) How much is the second subscription? _____

Task 3: Circle, underline or highlight the three payment options.

Task 4: What is the total cost of the two subscriptions?

Task 5: Complete the name and address sections for both subscriptions.

Task 6: Complete all sections of the Personal Cheque to pay for the subscriptions.

Task 7: Put a check mark in the box beside the correct payment method on the Subscription Order Form.

Subscription Order Form:

Give ***Fabulous Life*** Magazine as a gift this holiday season!

Your first subscription is only \$19.95 per year. Each additional gift subscription is only \$14.95 per year.

First Subscription:

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Gift Subscription:

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____

Please start (or renew) my subscription and count it as my first subscription.

Bill me Cheque Enclosed Bill my credit card: Visa Mastercard AMEX

Credit Card #: _____ Expiry Date: _____

Signature: _____

Prices include taxes. If you are paying by cheque or you have given your credit card number, please use an envelope. Please do not send cash. For subscriptions outside of Canada, call 1-800-XXX-XXXX.

Personal Cheque:

Cheque # XXX

Date: _____

Name: _____

Address: _____

Telephone: _____

Pay to the Order of: _____ \$ _____

_____/100 dollars

Bank of Wherever

Bankwherever.com

123 Any Street, Anywhere, ON X2X 3X4

Memo: _____ Signature: _____

Task Title: Subscription Renewal – ANSWER SHEET

Task 1: What is the name of the magazine?

Fabulous Life

Task 2: a) How much is the first subscription? **\$19.95**

b) How much is the second subscription? **\$14.95**

Task 3: Circle, underline or highlight the three payment options.

Bill me **Cheque Enclosed** **Bill my credit card:**

Task 4: What is the total cost of the two subscriptions? **\$34.90** (\$19.95 + \$14.95)

Task 5: Complete the name and address sections for both subscriptions.

Your name and address.

Your “sister” – Fatima Wong, 123 Wonderful Street, Niceville, ON X3X 2X4

Task 6: Complete all sections of the Personal Cheque to pay for the subscriptions.

Task 7: Put a check mark in the box beside the correct payment method on the Subscription Order Form.

Cheque Enclosed

Task Title: Subscription Renewal

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
	<ul style="list-style-type: none"> identifies the main idea in brief texts 			
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> interprets brief text and common symbols 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
	<ul style="list-style-type: none"> identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
	<ul style="list-style-type: none"> requires support to identify sources and to evaluate and integrate information 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
C1.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			

	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> understands numerical order 			
	<ul style="list-style-type: none"> begins to interpret integers, such as in a negative bank balance 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> follows apparent steps to reach solutions 			
	<ul style="list-style-type: none"> interprets and represents costs using monetary symbols and decimals 			
	<ul style="list-style-type: none"> rounds to the nearest dollar 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature