

## OALCF Task Cover Sheet

**Task Title:** Writing a Telephone Message B

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
<b>Task Description:</b> The learner is required to take and write a telephone message.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> A2: Interpret documents B1: Interact with others B2: Write continuous text B3: Complete and create documents
<b>Level Indicators:</b> A2.1: Interpret very simple documents to locate specific details A2.2 : Interpret simple documents to locate and connect information B1.1: Repeats or questions to confirm understanding B2.1: Write brief texts to convey simple ideas and factual information B3.1a: Makes straightforward entries to complete very simple documents	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Notepad(attached)</li><li>• Pen/pencil</li><li>• Telephone</li></ul>	

**Task Title:** Writing a Telephone Message (b)

Message to be given to learner:

This is Dr. Souter's office. George has an appointment on Thursday, May 4<sup>th</sup> at 3:00 p.m. Before he comes, tell him to pick up his test results from the hospital and bring them with him. He needs to go to the Records Department at the hospital and ask for envelope # 42235. They will have it ready for him. The Records Department is on the second floor, Building A.

**Learner Information and Instructions:**

Your tutor will telephone you at home and ask to speak to "George." George will not be home but your tutor will give you a message for him.

**Task 1:** You may take notes as your tutor is talking. Listen to the message and write notes. Ask questions if you need more information.

**Task 2:** Rewrite the message on the sample telephone pad after the telephone call is over.

**Task 3:** Take the written message to your tutor at your next session.

**Sample Message Pad**

(can be used if no telephone message pad is available)

**MESSAGE**

Date..... Time .....

To .....

**WHILE YOU WERE OUT**

.....

From .....

.....

TELEPHONE .....

Please call	<input type="checkbox"/>	Will call again	<input type="checkbox"/>
Wants to see you	<input type="checkbox"/>	Returned your call	<input type="checkbox"/>

MESSAGE .....

.....

.....

.....

.....

By .....

**Task Title: Writing a Telephone Message B**

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1:	<ul style="list-style-type: none"> <li>Locates specific details in simple documents such as labels and signs.</li> </ul>			
A2.2:	<ul style="list-style-type: none"> <li>Makes low-level inferences.</li> </ul>			
B1.1:	<ul style="list-style-type: none"> <li>Participates in short, simple exchanges.</li> </ul>			
	<ul style="list-style-type: none"> <li>Repeats or questions to confirm understanding.</li> </ul>			
B2.1:	<ul style="list-style-type: none"> <li>Writes simple texts to request, remind, or inform.</li> </ul>			
B3.1a:	<ul style="list-style-type: none"> <li>Makes direct match between what is requested and what is entered.</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes entries using familiar vocabulary.</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**