**OALCF Task Cover Sheet**

 **Task Title: Read a business message**

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| **Learner Name:** |
| **Date Started: Date Completed:****Successful Completion:** Yes\_\_\_ No\_\_\_ |
| **Goal Path:** Employment **✔** Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence **✔** |
| **Task Description:** Read aloud a message from a business and then answer written questions about the message. |
| **Competency:**1. Find and Use information
2. Communicate ideas and information
3. Understand and use numbers

E. Manage learning | **Task Group(s):**A1: Read continuous textA2: Interpret documentsC2: Manage timeE: Manage learning |
| **Level Indicators:**A1.2: Read texts to locate and connect ideas and informationA2.1: Interpret very simple documents to locate specific detailsC2.1: Measure time and make simple calculations E.1: Set short-term goals, begin to use limited strategies and begin to monitor own learning |
| **Performance Descriptors:** see chart on last page |
| **Materials Required:*** Message form
* Paper (questions) and pen
 |

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| **Practitioner Instructions:**1. Review the student’s instructions with the student.
2. Go over the checklist with your student so that your student is aware of the skills to be demonstrated.
3. Ask the student to read the message aloud.
4. When the student has completed the task, complete the evaluation together with the student, enter the date completed, and note whether it was successful or needs to be tried again.

Help allowed: DictionaryAdaptation: any other message from a retail or wholesale outlet |

**Task Title:** Read a business message**– Answer Key**

\*there may be some variation, depending on the questions that the learner was asked

**Answer Sheet:**

1. **Janet**
2. **by phone**
3. **George Roberts**
4. **Mrs. Adamson**
5. **11:15 am**
6. **to tell George of special deals and see if he is interested**
7. **retail carpet cleaning**
8. **before 5pm**
9. **We don’t know what the special deals are. Who is Pat?...answers will vary dependent on the learner**

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**Learner Information and Instructions:**

**Task 1:** Look at all parts of the message your instructor gives you.

**Task 2:** Read the message aloud to your instructor.

**Task 3:** Answer these questions. Try to write your answers on your own.

1. Who took the message? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How did she get this message? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Who is the message for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Who was the message from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. When was the message left? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What is the main purpose of this message? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do you think the special deal is about ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When does George have to return the call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you think this message is clear? Why or why not?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Learner’s self reflection:**

I recognized that this was a telephone message. Yes ❑ No ❑

I knew who took this message and who this message was for. Yes ❑ No ❑

I knew what had to be done. Yes ❑ No ❑

I could read all the names on this message. Yes ❑ No ❑

I found it easy to read this message. Yes ❑ No ❑

I answered \_\_ out of 9 questions correctly. Yes ❑ No ❑

Learner Comments:

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| Performance Descriptors | **Needs Work** | **Completes task with support from practitioner** | **Completes task independently** |
| A1.2 | * follows the main events of informational texts
 |  |  |  |
|  | * scans text to locate information
 |  |  |  |
|  | * locates multiple pieces of information in simple texts
 |  |  |  |
|  | * makes low level inferences
 |  |  |  |
| A2.1 | * interprets brief text
 |  |  |  |
|  | * locates specific details in simple documents
 |  |  |  |
|  | * scans to locate specific details
 |  |  |  |
| C2.1 | * understands and uses common date formats
 |  |  |  |
|  | * represents dates and times using standard conventions (a.m. and p.m.)
 |  |  |  |
| E.1 | * begins to monitor own learning
 |  |  |  |
|  | * uses feedback to improve performance
 |  |  |  |

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Instructor (print) Learner Signature