

Task Title: John’s Calendar

# OALCF Cover Sheet – Practitioner Copy

**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** The learner will record appointments and errands under the appropriate dates in a calendar and record other important information in a “notes” section.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Read continuous text/A1.2
* Communicate Ideas and Information/Complete and create documents/B3.2a
* Understand and Use Numbers/Manage time/C2.1

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

**Materials Required:**

* Pen/pencil and/or digital device

# Learner Information

In order to stay organized and not miss any important events, it is helpful to record appointments, special events and other important information on a calendar.

Scan “John’s Important June Dates”.

**John’s Important June Dates**

* On June 11th John has a dentist appointment at 3:00 p.m.
* On June 14th John is going to a ball game with his friend, Bradley.   
  He is meeting him at the west stadium entrance at 6:00 p.m.
* From June 16th to the 22nd John is on vacation.   
  He is going camping in Algonquin Park. He is leaving at 7:00 a.m. on the 16th.
* John needs to buy a new cell phone card on the Friday before he goes away.
* The day before his camping trip, John wants to make a note to remember to pack his tent, sleeping bag, bug repellent, sunscreen, matches, flashlight, towel and camera, as well as his clothes.
* On June 4th, John has a doctor’s appointment at 10:00 a.m.
* John goes to school two days a week - Mondays and Wednesdays from 9:00 a.m. to 2:00 p.m.
* John’s sister Andrea’s birthday is June 8th.
* John’s mother wants him to come over on June 9th for dinner.

# Work Sheet

**Task 1: Record John’s appointments and errands on the calendar provided on the next page. Use the notes section to write down any information he should remember.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***~ June ~*** | | | | |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | **1** |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** | **Notes:** | | | | | |

# Answers

The layout of the scheduled appointments and errands may vary but the learner should have them shown on the same specific dates on the calendar. The learner should have similar information in the notes section at the bottom of the calendar.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ◄ [May](http://www.wincalendar.com/May-Calendar/May-2013-Calendar.html) | **~ June ~** | | | | |  |
| **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  |  |  |  |  |  | **1** |
| **2** | **3**  **School 9-2** | **4**  **Doc’s 10:00 am** | **5**  **School 9-2** | **6** | **7** | **8**  **Andrea’s B-Day** |
| **9**  **Mom’s Dinner** | **10** | **11**  **Dentist 3:00pm** | **12** | **13** | **14**  **New Cell Phone Card**  **Ball Game 6:00**  **/Bradley see notes** | **15**  **Pack for trip see notes** |
| **16**  **Leave 7:00am** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** | **Notes:**  **June 14 – meet Bradley at West Stadium entrance**  **June 15 – Pack tent, sleeping bag, bug repellent, sunscreen, matches, flashlight, towel and camera, and clothes.** | | | | | |

# Performance Descriptors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| A1.2 | Makes low-level inferences |  |  |  |
|  | Scans texts to locate information |  |  |  |
|  | Locates multiple pieces of information in simple texts |  |  |  |
| B3.2a | Uses layout to determine where to make entries |  |  |  |
|  | Begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | Makes entries using a limited range of vocabulary |  |  |  |
| C2.1: | Understands chronological order |  |  |  |
|  | Understands and uses common date formats |  |  |  |



This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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