

Task Title: Carpenter Communications

# OALCF Cover Sheet – Practitioner Copy

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

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Using email to communicate with others.

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

* Communicate Ideas and Information/Write continuous text/B2.2
* Communicate Ideas and Information/Complete and create documents/B3.1b
* Use Digital Technology/D.2

**Materials Required:**

* Pen/pencil and paper
* Computer or digital device
* Email address

# Learner Information

# Carpenters often use technology to communicate. They develop lists of supplies needed, explain issues on the job site and email each other to plan for the next day.

# Note: All emails will be sent to your instructor but written as if you are writing to the individual listed in the task. Be sure to write a proper email, including subject line, greeting, reason for email (body), closing, and your name.

# Work Sheet

**Task 1: In an email, create a list of materials needed on a job site and ask your boss to make the order. Use numbers or bullets to create your list. The materials needed are a 4’ level, 12 hinges that are 3” nickel-plated and 5 tubes of bathroom caulking. The subject of the email is “materials needed on Job Site #4”. Email this list to your boss (instructor).**

Answer:

Task completed: Yes: No

**Task 2: On August 20, a carpenter at Kincardine Carpentry Services received a phone message from the local supply store where their boss has placed an order. The sales clerk wants to know if the carpenter wants a metal or plastic level. Send an email to the sales clerk (instructor) stating that the carpenter needs a metal level.**

Answer:

Task completed: Yes: No

**Task 3: Create an electronic list to record today’s three duties at Job Site #2: Mount the hinges on the door, mark on the door frame where the door hinges will be mounted, hang the door. Email this list to your boss (instructor).**

Answer:

Task completed: Yes: No

# Answers

**Task 1: In an email, create a list of materials needed on a job site and ask your boss to make the order. Use numbers or bullets to create your list. The materials needed are a 4’ level, 12 hinges that are 3” nickel-plated and 5 tubes of bathroom caulking. The subject of the email is “materials needed on Job Site #4”. Email this list to your boss (instructor).**

Answer: This is a simple list with the subject “materials needed on job site #4”. The email should read something like:

Hi “name”.

We need the following materials on job site #4.

* 4’ level
* 12 hinges that are 3” nickel-plated
* 5 tubes of bathroom caulking

Can you please place an order.

Thank you.

Learner’s Name

**Task 2: On August 20, a carpenter at Kincardine Carpentry Services received a phone message from the local supply store where their boss has placed an order. The sales clerk wants to know if the carpenter wants a metal or plastic level. Send an email to the sales clerk (instructor) stating that the carpenter needs a metal level.**

Answer: The subject of the email should be something like “follow up from Kincardine Carpentry Services”. The body of the email should be similar to:

I am writing from Kincardine Carpentry Service in response to your phone message on August 20. The carpenter would like a metal level.

If you have any further questions, please give us a call or feel free to respond to this message.

Thank you.

Learner’s Name

**Task 3: Create an electronic list to record today’s three duties at Job Site #2: Mount the hinges on the door, mark on the door frame where the door hinges will be mounted, hang the door. Email this list to your boss (instructor).**

Answer: This is a simple list which should include the following in the body of the email:

Duties for today at Job Site #2:

* Mount hinges on door
* Mark door frame where hinges will be mounted
* Hang door

The subject of the email should be something like “job duties for today”.

The email should also contain a subject line, greeting, and closing (at minimum the Learner’s Name).

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.2 | writes texts to explain or describe |  |  |  |
|  | conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
|  | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
| B3.1b | follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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