

Task Title: Make a Garage Sale Flyer

# 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:** Create a flyer for a garage sale and determine how much it will cost to have the flyer printed and photocopied.

**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 with Word Processing program (e.g. Microsoft Word or Google Docs)
* Printer (optional)

# Learner Information

Many people hold garage sales to sell things they no longer need. When creating a flyer for a garage sale, it is important to include all relevant details so people will attend.

Read the “**Garage Sale Information**”.

**Garage Sale Information**

You have decided to have a garage sale at your house on June 24, 2025 from 8:00 am to 12 noon. No early birds please!

The items for sale include: Old dishes, a few pots and pans, a desk and chair set, a 6’ book shelf, children’s toys, two pairs of ice skates, and assorted household items.

You will need to print 25 copies to post around the neighbourhood.

# Learner Instructions

Open a word processing program (e.g. Microsoft Word or Google Docs). You can use a “flyer” template if this is available in the program you are using. If not, you can conduct a google search for “garage sale flyer examples” to look at ideas.

# Work Sheet

**Task 1a): What will be the title of your flyer?**

Answer:

**Task 1b): Use a text box to put the title on your flyer.**

Answer:   
Task completed: Yes: No:

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

**Task 2: List four pieces of information you should include on your flyer.**

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

**Task 3: Use text boxes to put the information listed under Task 2 on your flyer.**

Answer:   
Task completed: Yes: No:

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

**Task 4: Add two photos or two pieces of clip art to your flyer. Feel free to add more photos or clip art if you wish.**

Answer:   
Task completed: Yes: No:

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

**Task 5: When you think your flyer is complete, print it out and show it to your instructor.**

Answer:   
Task completed: Yes: No:

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**Task 6: Complete the chart below by calculating the total cost for 3 different businesses to print 25 colour copies of the flyer, and 25 black and white (B&W) copies.**

|  |  |  |
| --- | --- | --- |
| **Name of Printing Company** | **Cost per copy** | **Total Cost** |
| **Print Basics** | **$0.45 (B&W)** |  |
| **$1.19 (Colour)** |  |
| **The Copy Store** | **$0.42 (B&W)** |  |
| **$1.27 (Colour)** |  |
| **Commercial Print Service** | **$0.70 (B&W)** |  |
| **$1.24 (Colour)** |  |

**Task 7: What company offers the least expensive price for printing your flyer in colour?**

Answer:

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

**Task 8:** **What company offers the least expensive price for printing your flyer in black and white?**

Answer:

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# Answers

**Tasks 1-5:**

Answers will vary. The learner should include their address, and date and time of the sale (and no early birds please) on the flyer. A list of items for sale should also be included.

**Task 6: Complete the chart below by calculating the total cost for 3 different businesses to print 25 colour copies of the flyer, and 25 black and white (B&W) copies.**

Answer:

|  |  |  |
| --- | --- | --- |
| **Name of Printing Company** | **Cost per copy** | **Total Cost** |
| **Print Basics** | **$0.45 (B&W)** | .45 x 25 = $11.25 |
| **$1.19 (Colour)** | 1.19 x 25 = $29.75 |
| **The Copy Store** | **$0.42 (B&W)** | .42 x 25 = $10.50 |
| **$1.27 (Colour)** | 1.27 x 25 = $31.75 |
| **Commercial Print Service** | **$0.70 (B&W)** | .70 x 25 = $17.50 |
| **$1.24 (Colour)** | 1.24 x 25 = $31.00 |

**Task 7: What company offers the least expensive price to print your flyer in colour?**

Answer: Print Basics ($29.75)

**Task 8:** **What company offers the least expensive price to print your flyer in black and white?**

Answer: The Copy Store ($10.50)

Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.2 | writes text to explain or describe |  |  |  |
|  | conveys intended meaning on familiar topics for a limited range of purposes and audience |  |  |  |
|  | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
|  | uses a limited range of vocabulary and punctuation appropriate to the task |  |  |  |
|  | begins to select words and tone appropriate to the task |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |
| B3.1b | follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) |  |  |  |
|  | organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially) |  |  |  |
|  | presents text and numbers below one or more headings in lists |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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