

# **Task Title: Read a Brief Note from a Co-Worker**

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:** Learner will read a brief email from a co-worker and   
 answer questions.

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

* Find and Use Information / Read continuous text / A1.1: Read brief texts to locate specific details

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

**Materials Required:**

* Photocopy of email (attached) for learner
* Pencil

# Learner Information

Employees often communicate with other employees by email.

Read the email.

**email from co-worker for communication about work Order forms

**

# Work Sheet

**Task 1: Who wrote this email?**

Answer:

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

**Task 2: To whom was the email sent?**

Answer:

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

**Task 3: What forms does Dan’s shop need?**

Answer:

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

**Task 4: Who will order the forms?**

Answer:

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

**Task 5: When will the forms be ordered?**

Answer:

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

**Task 6: When does Deb need Kevin’s order?**

Answer:

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

**Task 7: What costs will Dan and Kevin save on if they order   
 together?**

Answer:

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

# Answers

**Task 1:** Who wrote this email?

**Dan or Dan Baker**

**Task 2:** To whom was the email sent?

**Kevin**

**Task 3:** What forms does Dan’s shop need?

**Work Order forms**

**Task 4:** Who will order the forms?

**Deb**

**Task 5:** When will Deb order the forms?

**(Next) Monday**

**Task 6:** When does Deb need Kevin’s order?

**By this Friday**

**Task 7:** What costs will Dan and Kevin save on if they order together?

**Shipping costs**

# Performance Descriptors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| A1.1 | Reads short texts to locate a single piece of information |  |  |  |
|  | Decodes words and makes meaning of sentences in a single text |  |  |  |
|  | Follow simple, straightforward instructional texts |  |  |  |
|  | Follows the sequence of events in straightforward chronological texts |  |  |  |
|  | Requires support to identify sources and to evaluate and integrate information |  |  |  |

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

enter Learner comments

Instructor (print): Learner Signature:

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