



**Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)**

**OALCF Task Cover Sheet**

**Task Title:** Information on an Adult Learning Centre Brochure

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ___ Apprenticeship ___ Secondary School <input checked="" type="checkbox"/> Post Secondary ___ Independence ___	
<b>Task Description:</b> Read a brochure to get necessary information to apply for upgrading at an Adult Learning Centre	
<b>Competency:</b> A: Find and Use Information C: Understand and Use Numbers	<b>Task Group(s):</b> A1.1: Read continuous text A1.2: Read continuous text A2.1: Interpret documents A2.2 Interpret documents C2.1: Manage time
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details A2.2: Interpret simple documents to locate and connect information C2.1: Measure time and make simple calculations	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Task set questions</li><li>• Pen or pencil, highlighter</li></ul>	



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**Learner Information and Tasks:**

You are presently going to a community-based adult learning centre. You are now ready to move on towards your goal of completing your Grade 12 education. First you must register in a program that will help you upgrade your literacy skills before enrolling in credit courses. To get more information, look at a brochure from a local Adult Learning and Continuing Education Centre.

**Task 1:** What is the name of the program?

**Task 2:** Circle all the skills this program will help you to upgrade.

**Task 3:** There are two campuses. What is the address for each one?

a. Kitchener Main Campus:

b. Cambridge Campus:

**Task 4:** When are the classes?

a. Days of the week:

b. Class time:

**Task 5:** When is registration available?

**Task 6:** How can you register?



# Core Essentials

Core Essentials program will help you update your skills in:

**Math • Writing • Reading • Computer use**

and can prepare you to enter credit courses or write your PLAR assessments

- Small classes (10 students per instructor)
- Qualified instructors to help you with your self-directed learning
- Customized instruction for the skills you need
- Reasonable timelines and pace that allow for individual differences

**START ANYTIME... Attend full time or part time**

Locations	Weekday	Class Time
<b>Kitchener Main Campus</b> 80 Young St.	Monday to Thursday	8:45 am - 11:45 am 12:30 pm - 3:00 pm
<b>Cambridge Campus</b> 82 Beverly St.	Monday to Thursday	8:45 am - 11:45 am 12:30 pm - 3:00 pm

...See the back cover for maps and contact information

**Registration:** Ongoing - September through July  
(See the school year calendar on page 15 for details)

Drop in or call: **519-745-1201 ext. 540** and ask for Core Essentials

**Fee: FREE**

(Transportation and/or childcare subsidy available if eligible)

*Funded by: Ministry of Training, Colleges & Universities (LBS)*



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**Answer Key**

**Task 1:** What is the name of the program? **Core Essentials**

**Task 2:** Circle all the skills this program will help you and others upgrade.

**Math • Writing • Reading • Computer use**

**Task 3:** There are two campuses. What is the address for each one?

a. Kitchener Main Campus: **80 Young St.**

b. Cambridge Campus: **82 Beverly St.**

**Task 4:** When are the classes held?

a. Days of the week: **Monday to Thursday**

b. Class time: **8:45 am – 11:45 am and 12:30 pm – 3:00 pm**

**Task 5:** When is registration available?

**Ongoing – September through July**

**Task 6:** How can you register? Give details.

**Drop in or call: 519-745-1201 ext. 540 and ask for Core Essentials**



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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"><li>• Reads short texts to locate a single piece of information</li></ul>			
A1.2	<ul style="list-style-type: none"><li>• Scans text to locate information</li></ul>			
A2.1	<ul style="list-style-type: none"><li>• Scans to locate specific details</li></ul>			
A2.2	<ul style="list-style-type: none"><li>• Extracts information from tables and forms</li></ul>			
C2.1	<ul style="list-style-type: none"><li>• Represents dates and times using standard conventions</li></ul>			

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

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**