



Task prepared for the project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014)

This task set was vetted by this project and was not reviewed by the QUILL team.

OALCF Task Cover Sheet

Task Title: Assemble Supplies for a Board Meeting

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Compare a list of required supplies to the supplies on hand and make a shopping list.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A2: Interpret documents B3: Complete and create documents C4: Manage data
Level Indicators: A2.1: Interpret very simple documents to locate specific details B3.1b: Create very simple documents to display and organize a limited amount of information C4.1: Make simple comparisons and calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Handout “To Administrative Assistant”• Learner information and task sheet• Pen or pencil	



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Administrative assistants may be asked to gather materials in preparation for meetings.

Learner Information and Tasks:

Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:

a stack of 30 annual reports

an unopened box of pencils, the label stating “one dozen”

an open box of pencils with 7 pencils in it

two packages of yellow legal pads, each containing 6

three unopened packages of blue ½ inch by 2 inch sticky notes, each containing 6 pads

an open package of blue ½ inch by 2 inch sticky notes with 4 pads remaining

List the items and amounts that will have to be purchased.



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To: *Administrative Assistant*

Please check the supply room to see if we have the following for each of the 22 persons attending tomorrow's board meeting:

1 yellow legal pad

1 pencil

a copy of the Annual Report

pad of 1/2 inch by 2 inch blue sticky notes

Make a list of anything that will need to be purchased.

Thank you



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Answer Key

Task 1: Items to be Purchased

3 pencils ($12 + 7 = 19$, $22 - 19 = 3$)

10 yellow legal pads ($6 \times 2 = 12$, $22 - 12 = 10$)

Note: Items that should not be on the list include copies of the annual report (there were 30 available, more than the number needed for the meeting) and sticky notes ($3 \times 6 = 18$, $18 + 4 = 22$, the exact number required).



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1:	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> Interprets brief text and common symbols 			
B3.1b	<ul style="list-style-type: none"> follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) 			
C4.1:	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> identifies and compares quantities of items 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) 			
	<ul style="list-style-type: none"> follows apparent steps to reach solutions 			



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This task: was successfully completed ____ needs to be tried again ____

Learner Comments

Instructor (print)

Learner Signature