

OALCF Task Cover Sheet

Task Title: Automotive Shop Booking Sheet

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
Task Description: The learner will use an automotive booking sheet to determine how many appointments they have for the week.	
Competency: A: Find and Use Information C: Understand and Use Numbers	Task Group(s): A2: Interpret documents C4: Manage data
Level Indicators: A2.2: Interpret simple documents to locate and connect information C4.1: Make simple comparisons and calculations	
Performance Descriptors: See chart on last page	
Materials Required: <ul style="list-style-type: none"> • Pencil and paper • Booking sheet with questions 	

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Apprentices in an automotive shop will need to be able to read the booking sheet for the week to know what jobs are coming in, and when appointments are available.

Look at the “Booking Sheet.”

Learner Information and Tasks:

Task 1: How many customers does the shop have booked for appointments this week?

Task 2: How many new tires will the shop need to have in stock this week?

Task 3: How many litres of oil will the shop use this week if each oil change requires 4 litres of oil?

Booking Sheet	
Day	Jobs
Monday	Mrs. Jones - car service/ Mr. Ali - oil change/ Miss Watkins - 2 new brake pads
Tuesday	Miss Addison - car service/ Mr. Smith - car service/ Mrs. Jenkins - oil change
Wednesday	Mr. Lovekin - 4 new tires/ Mr. Brownhill - oil change/ Mr. Talos - oil change
Thursday	Mrs. Bilkins - car service/ Mr. Jamal - 2 new tires/ Miss Halvern - 4 new brake pads
Friday	Mr. Woods - oil change/ Mr. Billings - oil change/ Mrs. Hodge - oil change

Task Title: Automotive Shop Booking Sheet**Answer Key:**

Task 1: How many customers do you have booked for appointments this week?

15

Task 2: How many new tires will you need to have in stock this week?

6

Task 3: Each oil change will require 2 litres of oil. How many litres of oil will you use this week?

$7 \times 4 = 28$ L of oil

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Performance Descriptors		Needs work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> Performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> Extracts information from tables and forms 			
	<ul style="list-style-type: none"> Uses layout to locate information 			
	<ul style="list-style-type: none"> Makes connections between parts of documents 			
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"> understands numerical order 			
	<ul style="list-style-type: none"> identifies and performs required operation 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature