

**OALCF Task Cover Sheet**

**Task Title:** Automotive Shop Booking Sheet

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

**Task Title:** Automotive Shop Booking Sheet

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"> <li>Performs limited searches using one or two search criteria</li> </ul>         |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Extracts information from tables and forms</li> </ul>                         |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Uses layout to locate information</li> </ul>                                  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Makes connections between parts of documents</li> </ul>                       |            |   |                              |
| C4.1                    | <ul style="list-style-type: none"> <li>adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul> |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>                        |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>identifies and compares quantities of items</li> </ul>                        |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>understands numerical order</li> </ul>  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>                         |            |   |                              |

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

|                         |
|-------------------------|
| <b>Learner Comments</b> |
|                         |

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

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