OALCF Task Cover Sheet

Task Title: Using Calendar to Keep Track of Appointments & Activities

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___
Goal Path: Employment __ Apprenticeship___   Secondary School___   Post Secondary___   Independence ✔
Task Description: In this task set, a learner is asked to write appointments and activities on a monthly calendar to help organize their time and responsibilities.

Competencies:	**Task Group(s):**
A Find and Use Information	A1 Read continuous text
B Communicate Ideas and Information	A2 Interpret documents
C Understand and Use Numbers	B2 Write continuous text
D Use Digital Technology	B3 Complete and create documents
	C2 Manage time
	D1 Perform simple digital tasks according to a set procedure

Level Indicators: A1.1: Read brief texts to locate specific details   A2.1: Interpret very simple documents to locate specific details   B2.1: Write brief texts to convey simple ideas and factual information   B3.1a: Make straightforward entries to complete very simple documents   C2.1: Measure time and make simple calculations   D.1: Perform simple digital tasks according to a set procedure
Performance Descriptors: see chart on last page
Materials Required: • Question or Task Sheet   • Computer and Printer or hard copy (printed copy) of One Month Calendar

Instructor Preparation: This task set can be done on a hard copy of the June Calendar or completed on the computer (June Calendar inserted into a Word Document).

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Tasks:

Task 1: Circle, underline or highlight: Monday, Wednesday and Saturday on the June calendar.

Task 2: How many Thursdays are there in June?

_____

Task 3: a) You have a doctor's appointment on Tuesday, June 6 at 11:15 am. Write it on the calendar.

b) You need to have blood tests done at least 24 hours before the appointment. What day should you go to get the blood tests?

_____

Task 4: Baseball practice is every Saturday morning at 10:30 am for 1.5 hours. Mark each practice on the calendar and show the start and end time of each practice.

Task 5: You borrowed library books on June 4. The books must be returned within three weeks from the date on which they were borrowed. What is the due date for the books?

_____

Task 6: Your daughter works part-time. She has shifts on June 10, 17 and 24. Each shift begins at 1:00 pm and ends at 6:00 pm. Write her shifts on the calendar.

Task 7: You get paid for your job every other Wednesday by direct deposit into your bank account. The last payroll deposit that you received came into your account on Wednesday May 31.

a) Mark your pay days on the June calendar.

b) How many pays will you receive in June?

_____

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June						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Tasks: ANSWER SHEET - Using Calendar to Keep Track of Appointments & Activities

Task 2: How many Thursday's are there in June?   **5**

Task 3: b) You need to have blood tests done at least 24 hours before the appointment. What day should you go to get the blood tests? **Monday**

Task 5: You borrowed library books on June 4. The books must be returned within three weeks from the date on which they were borrowed. What is the due date for the books?   **June 25**

Task 7: b) How many pays will you receive in June? **2 pays**

June						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
				1	**2**	**3** Baseball practice 10:30-12
4	**5**	**6** Doctor 11:15	**7**	**8**	**9**	**10** Baseball practice 10:30-12 "Daughter" works 1-6
11	**12**	**13**	**14** Payday	**15**	**16**	**17** Baseball practice 10:30-12 "Daughter" works 1-6
18	**19**	**20**	**21**	**22**	**23**	**24** Baseball practice 10:30-12 "Daughter" works 1-6
25	**26**	**27**	**28** Payday	**29**	**30**	

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	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			
	• follows the sequence of events in straightforward chronological texts			
	• follow simple, straightforward instructional texts			
	• identifies the main idea in brief texts			
A2.1	• scans to locate specific details			
	• interprets brief text and common symbols			
	• locates specific details in simple documents, such as labels and signs			
	• identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
	• requires support to identify sources and to evaluate and integrate information			
B2.1	• writes simple texts to request, remind or inform			
	• conveys simple ideas and factual information			
	• demonstrates a limited understanding of sequence			
	• uses sentence structure, upper and lower case and basic punctuation			
	• uses highly familiar vocabulary			
C2.1	• adds, subtracts, multiplies and divides whole numbers and decimals			
	• recognizes values in number and word format			
	• understands chronological order			

	• understands and uses common date formats			
	• reads time on analog and digital clocks			
	• identifies and performs required operation			
	• represents dates and times using standard conventions			
	• measures time using common instruments, such as clocks, timers and stopwatches			
	• chooses appropriate units of measurement (e.g. hours, minutes, seconds)			
	• interprets and represents time using whole numbers, decimals (e.g. .25, .5) and simple common fractions (e.g. ½, ¼ hour)			
	• follows apparent steps to reach solutions			
	• rounds to nearest minute or hour			
	• uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
D.1	• follows simple prompts			
	• follows apparent steps to complete tasks			
	• interprets brief text and icons			
	• locates specific functions and information			
	• requires support to identify sources and to evaluate and integrate information			
	• begins to perform simples searches (e.g. internet, software help menu)			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**