



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.

## **Task Title: Assemble Supplies for a Board Meeting**

### OALCF Cover Sheet – Learner Copy

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

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**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 Groups:** 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:**

- Note to Administrative Assistant
- Learner information and task sheet

### Note to Administrative Assistant

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  $\frac{1}{2}$  inch by 2 inch blue sticky notes

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

Thank you

## Learner Information and Work Sheet

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

**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:**