



**Task Title: Write Appointments on a Calendar to Organize a Personal Schedule**

OALCF Cover Sheet – Learner Copy

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

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Write upcoming events and appointments on a calendar, read the entries and answer questions orally about these entries.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage time/C2.1
- Manage Learning/E.1

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: AppointmentCalendar\_EI\_A2.1\_B3.1a\_C2.1\_E.1

## Learner Information

People often use monthly calendars to keep track of meetings, appointments and other commitments.

Look at the “Monthly Calendar Template”.

### Monthly Calendar Template

Calendar for the month of \_\_\_\_\_ 20\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## Work Sheet

**Task 1: Fill in the calendar template with the dates for the current month.**

Answer: No written response required here.

Task completed: Yes:  No:

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**Task 2: Your instructor will read a list of events to you. Write each event including the date and time on your calendar.**

Answer: No written response required here.

Task completed: Yes:  No:

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**Task 3: Your instructor will ask you questions. Refer to your calendar to answer.**

Answer: No written response required here.

Task completed: Yes:  No:

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**Task 4: Complete the Learner's Self-Reflection on the next page.**

<b>Learner's Self-Reflection</b>	<b>Yes</b>	<b>No</b>
1. I know how a calendar is set up.		
2. I was able to mark the appointments correctly.		
3. I asked for help with spelling if I needed it.		
4. I copied information correctly.		
5. I was able to write the times correctly.		
6. I used capital letters for names of people.		
7. I was able to read <u>everything</u> I wrote.		
8. I answered most of the questions correctly.		