Task Title: Assemble Supplies for a Board Meeting

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: Compare a list of required supplies to the supplies on hand and make a shopping list.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Understand and Use Numbers/Manage data/C4.1

Materials Required:

- Pen/pencil or digital device

Learner Information

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

Scan the "Note to Administrative Assistant".

Note to Administrative Assistant

Please check the supply room to see if we have the following for each of the 22 people attending tomorrow's board meeting:

- 1 yellow legal pad
- 1 pencil
- a copy of the Annual Report
- pad of ½ inch by 2-inch blue sticky notes

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

Thank you

Work Sheet

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: