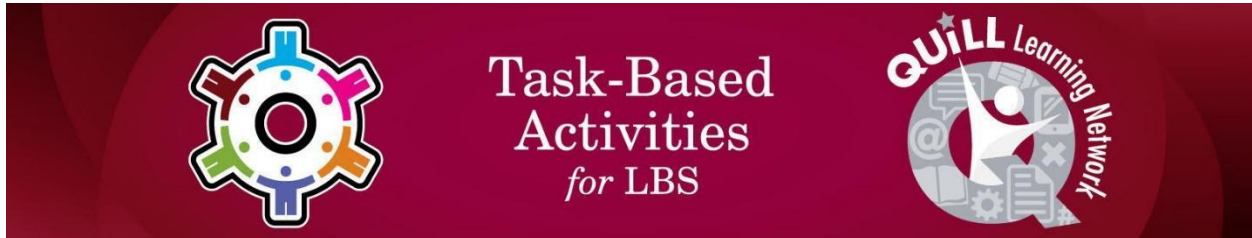


Task Title:

ReadandUnderstandaBusinessMemo_E_A1.2_A2.1_B1.2_B3.1_E.1



Task Title: Read and Understand a Business Memo

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: Learner will read a business memo, answer questions, and then explain the important points to a new employee through a role-playing exercise.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Interact with others/B1.2
- Communicate Ideas and Information/Complete and create documents/B3.1
- Manage learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title:

ReadandUnderstandaBusinessMemo_E_A1.2_A2.1_B1.2_B3.1_E.1

Learner Information

Memos are often circulated at work. It is important that they are accurately understood and shared.

Read Buying Department: Memo to all departments.

Buying Department: Memo to all departments

From July 1st the Buying Department will have a reduced number of staff. Your department will be ordering your own supplies.

You will need to follow these directions to make sure everything runs smoothly.

1. Orders should be sent to the Buying department on the following days:

Accounting.....Tuesdays
(starting July 3rd)

Engineering.....Wednesdays (starting July 4th)
Planning.....Thursdays (starting July 5th)

Real Estate.....Fridays (starting July 6th)

Warehouse.....Mondays (starting July 9th)

2. Each department will have a pack of forms. Each form will come in 5 different coloured copies.

3. The white, yellow, and pink forms should be sent to the Buying Department, to Brenda Duqule.

4. The gold and blue copies should be kept on file in your department. Use the gold copy to check off items as you get them.

5. If any item cannot be shipped, the pink copy of the form will be returned to your department. The items that cannot be shipped will be marked on the form.

6. If you do not get an item within two weeks, circle the item on the blue copy and send it to Brenda.

Task Title:
ReadandUnderstandaBusinessMemo_E_A1.2_A2.1_B1.2_B3.1_E.1

Work Sheet

Task 1: What coloured copies go to the Buying Department?

Answer:

Task 2: How long will you need to wait before checking why your order has not arrived?

Answer:

Task 3: What will you do if an item doesn't arrive?

Answer:

Task 4: If you work in the Planning Department, what day of the week would you send in your order?

Answer:

Task Title:

ReadandUnderstandaBusinessMemo_E_A1.2_A2.1_B1.2_B3.1_E.1

Task 5: What happens to the gold copy?

Answer:

Task 6: What is the purpose of the pink form?

Answer:

Task 7: Pretend that you are the manager of the Warehouse. Your instructor will be playing the part of a new employee whom you are training. Explain what to do if they have an order to place.

Answer: No written response required.

Task completed orally. Yes No

Task 8: Complete Learner Self-Reflection on next page.

Task Title:

ReadandUnderstandaBusinessMemo_E_A1.2_A2.1_B1.2_B3.1_E.1

Learner Self-Reflection

I could read and understand the memo. Yes No

I was able to scan for specific information. Yes No

I answered the factual questions correctly. Yes No

I was able to make inferences based on the information given. Yes No

I was able to explain the new procedure to the "new employee". Yes No

I used techniques to remember all the details. Yes No

Learner Comments: