



Task Title: Read a Business Message

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: Read aloud a message from a business and then answer written questions about the message.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.1
- Understand and Use Numbers/Manage time/C2.1
- Manage Learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReadBusinessMessage_EI_A1.2_A2.1_C2.1_E.1

Learner Information

Messages are often taken for colleagues at work. It is important that they are accurately understood, recorded and shared.

Read the business message from Kwik Kopy Printing out loud to your instructor.



digiprint

To: George Roberts

Date: Sept 20/2000 Time: 11:15 am

While You Were Out.....

Mr/Mrs Adanson

or Kwik Carpet Cleaning

Area Code Phone 705 728-7323

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Called | <input type="checkbox"/> Came By To See You | <input checked="" type="checkbox"/> Wants To See You |
| <input checked="" type="checkbox"/> Please Call | <input type="checkbox"/> Will Call Again | <input type="checkbox"/> Returned Your Call |

Message: She has some special deals on at the moment, especially for stores, and wants to know if you're interested. She said you would remember her from last year. (?) She'll be in her office until 5pm and she's anxious that you call before then. She also asked for someone called "Pat", but I didn't know who that was.

Message Taken By: Jarot

110 Anne Street South, Barrie, Ontario L4N 2E3
Tel: (705) 737-2213 Fax: (705) 737-4861 Toll Free: (800) 446-4860
Email: kwikkopy@bconnex.net

Work Sheet

Task 1: Who took the message?

Answer:

Task 2: How did she get this message?

Answer:

Task 3: Who is the message for?

Answer:

Task 4: Who is the message from?

Answer:

Task 5: When was the message left?

Answer:

Task 6: What is the main purpose of this message?

Answer:

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Task 7: What do you think the special deal is about?

Answer:

Task 8: When does George have to return the call?

Answer:

Task 9: Do you think this message is clear? Why or why not?

Answer:

Learner's Self-Reflection

I recognized that this was a telephone message. Yes No

I knew who took this message and who this message was for. Yes No

I knew what had to be done. Yes No

I could read all the names on this message. Yes No

I found it easy to read this message. Yes No

I answered ___ out of 9 questions correctly. Yes No

Learner Comments: