



Task Title: Communicate Information to a Co-Worker

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: The learner will write a workplace memo for a co-worker based on a given scenario.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Important information is often communicated to co-workers in writing. This might take place through text messages, emails, or written memos. Employees need to be able to clearly communicate with each other so that jobs can be completed properly and mistakes can be avoided.

Read Scenarios A, B, C and D and choose one.

Scenario A (Motive Power Sector): Annie works as an agriculture equipment technician. Each day, she and her co-workers drive to different farms to complete equipment repairs. Each technician takes written notes throughout the day and enters this information into the company computer in the office at the end of the day. When Annie returns to the office to enter her notes from the day, she finds a pile of her co-worker's notes beside the computer. There is a sticky note that says "Annie, please enter my notes from today! Thanks, Fiona". This is not the first time Fiona has asked Annie to enter her notes, and this is not part of Annie's job. Annie decides to write a note to Fiona.

Scenario B (Service Sector): Julie is a hairdresser at a busy salon. After her last client of the day, she is cleaning up and notices a large pile of dirty towels and equipment (e.g. scissors, razors, etc.). Each stylist is responsible for cleaning their work station and materials at the end of the day. Julie is not working tomorrow. After cleaning up her own towels and equipment, she decides to leave a note for her co-workers about the cleanliness of the salon.

Scenario C (Construction Sector): Paul works as a roofer for a busy construction company. His co-worker, Andy, often forgets his tools and asks to borrow Paul's. Today, he borrowed several things from Paul's truck and did not return them at the end of the day. This has happened before. Paul decides to leave a note for Andy.

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Scenario D (Industrial Sector): Liam is an industrial electrician. For several months, he has been working with a large team that is building and installing equipment for a new food processing plant. There are many industrial electricians and not everyone works together on the same days. Near the end of his shift, Liam finds a possible error on one of the blueprints being used for electrical installation. He is not working tomorrow but wants to make sure the industrial electricians who arrive tomorrow morning can discuss this blueprint with the foreman before proceeding any further with the project. Liam decides to leave a note for the industrial electricians who are working tomorrow.

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Work Sheet

Task 1: Based on the scenario you have chosen, write a short memo to co-workers describing the problem, one or two reasons you believe this should be addressed, and a possible solution.

Answer: