

Task Title: Count the Number of Boxes in a Shipment

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: Count the number of boxes in a shipment to verify that the correct number was received.

Main Competency/Task Group/Level Indicator:

• Understand and Use Numbers/Manage data/C4.1

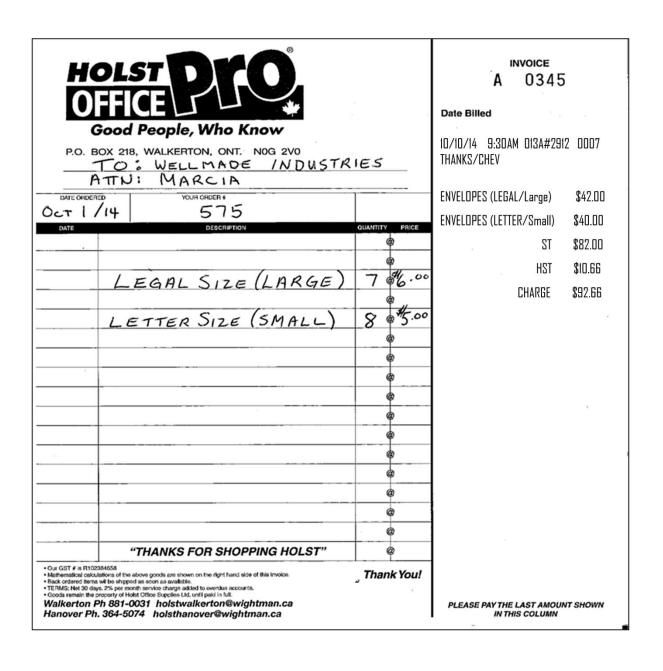
Materials Required:

• Pen/pencil and paper and/or digital device

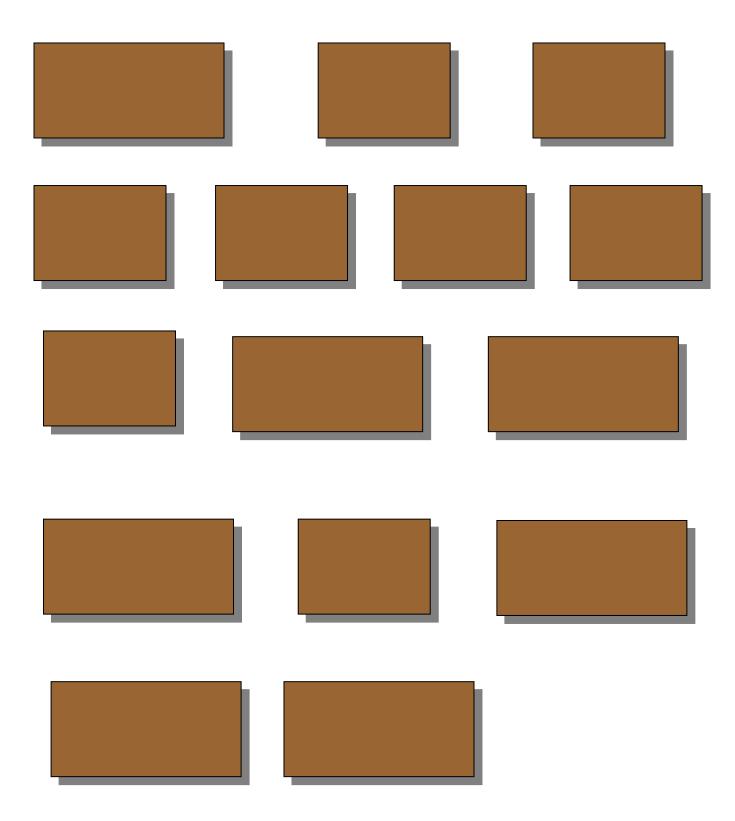
Learner Information

Office workers are responsible for ordering and receiving office supplies. When the supplies are delivered, they verify that the order received is correct. The worker counts the items and compares it to the order form.

Scan the "Holst Office Pro" invoice and the "Delivered Boxes Photo".



Delivered Boxes Photo



Work Sheet

Task 1: Circle on the invoice the number of small boxes of lettersized paper that were ordered.

Answer:
Task Completed: Yes: No:
Task 2: Highlight or underline on the invoice the number of large boxes of legal-sized paper that were ordered.
Answer:
Task Completed: Yes: No:
Task 3: How many boxes were ordered in total?
Answer:
Task 4: How many small boxes were received?
Answer:
Task 5: How many large boxes were received?
Answer:
Task 6: Sign your name anywhere on the invoice if the correct amount of each size of box was received.
Answer:
Task Completed: Yes: No: