



Task Title: Read a School Memo

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: A learner is asked to read and complete documents sent home by their children’s school.

Competency:

- Calendar:** A: Find and Use Information
B: Communicate Ideas and Information
C: Understand and Use Numbers

Pizza Order Form:

- A: Find and Use Information
B: Communicate Ideas and Information
C: Understand and Use Numbers

Task Groups:

Calendar

- A1: Read continuous text
A2: Interpret documents
B2: Write continuous text
C4: Manage data

Pizza Order Form

- A1: Read continuous text

Task Title: ReadSchoolMemo_I_A1.1_A2.1_B2.1_C4.1_A1.2_B3.1a_C1.2

A2: Interpret documents
B2: Write continuous text
B3: Complete and create documents
C1: Manage money
C4: Manage data

Level Indicators:

Calendar

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- B2.1: Write brief texts to convey simple ideas and factual information
- C4.1: Make simple comparisons and calculations

Pizza Order Form

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.1: Interpret very simple documents to locate specific details
- B2.1: Write brief texts to convey simple ideas and factual information
- B3.1a: Make straightforward entries to complete very simple documents
- C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts
- C4.1: Make simple comparisons and calculations

Materials Required:

- March School calendar (attached)
- 2 copies of Pizza lunch order form (attached)
- Question sheets
- Paper
- Pen/pencil

Learner Information and Tasks

Calendar, March 2022

Parents often receive monthly calendars that provide information about the events at the school.

SUN	MON	TUE	WED	THU	FRI	SAT
				1  Pizza letter goes home	2	3
4	5  all pizza forms must be in today	6	7	8  International Women's Day	9  Pizza Lunch! Last day before the winter break	10
11	12	13	14	15	16	17
Break						
18	19 First day back!	20	21 Playground Grand Opening 	22	23 Report Cards 	24
25	26	27 	28	29 Board-wide Professional Activity Day Parent teacher Interviews Pm only	30 Parent teacher Interviews Am only	31

Task 1: When is the last day of school before spring break?

Answer:

Task 2: What event is celebrated on March 8?

Answer:

Task 3: On what date will the children bring home their report cards?

Answer:

Task 4: What is the date and possible times available for meeting with the teachers?

Answer:

Task 5: Your child wants to take part in the volleyball tournament. On what day is the tournament being held?

Answer:

Task 6: What date is pizza day?

Answer:

Pizza Lunch Order Form

Task 1: Parents often receive regular memos from their children's school upon which they are requested to read, complete, and return to the school. Read the "Pizza Lunch for the Playground Order Form."

You have 2 children who want to have pizza. Use the following information to complete the pizza forms. Complete a separate form for each child to send in on the due date.

Task 2: One child wants the pizza package with the orange drink. She also wants a water to drink.

Task 3: Your other child wants the pizza package. He wants the apple drink and would like an extra slice of pizza.

Task 4: You would like to volunteer to help on pizza day. Complete the required information on the "Pizza Lunch for the Playground Order Form."

Task 5: When do you have to return the "Pizza Lunch for the Playground Order Form" to the school?

Task 6: Record what the total cost is for both children.

Task 7: You give your children \$10.00 each to pay for their lunches. How much change do you expect back from each child?

PIZZA LUNCH FOR THE PLAYGROUND ORDER FORM

Date of next lunch: March 9, 2022



Help support the renewal of our playground.

Student Name: _____

Teacher Name: _____

Pizza Package: \$2.50 includes:



1 slice



1 drink
of



2 Cookies

your choice

Order

Pizza Packages

Amount

Drinks: Water _____ Drink Box: apple: _____ orange _____

Extra Slice _____ X \$1.25 =

Extra Juice _____ X \$0.50 = apple _____ orange _____

Extra Water: _____ X \$0.50 _____

Total Amount :

If you plan to buy the day of the pizza lunch, the cost will be more:

Pizza: Package: \$3.00
\$1.50/slice

Volunteer Form

I would like to help serve lunch

Name: _____ Phone Number: _____

Return by March 5, 2022

PIZZA LUNCH FOR THE PLAYGROUND ORDER FORM

Date of next lunch: March 9, 2022



Help support the renewal of our playground.

Student Name: _____

Teacher Name: _____

Pizza Package: \$2.50 includes:



1 slice



1 drink
of



2 Cookies

your choice

Order

Pizza Packages

Amount

Drinks: Water _____ Drink Box: apple: _____ orange _____

Extra Slice _____ X \$1.25 =

Extra Juice _____ X \$0.50 = apple _____ orange _____

Extra Water: _____ X \$0.50 _____

Total Amount :

If you plan to buy the day of the pizza lunch, the cost will be more:

Pizza: Package: \$3.00
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Volunteer Form

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Name: _____ Phone Number: _____

Return by March 5, 2022