



Task Title: Assemble Supplies for a Board Meeting

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Compare a list of required supplies to the supplies on hand and make a shopping list.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Understand and Use Numbers/Manage data/C4.1

Materials Required:

- Pen/pencil or digital device

Task Title: AssembleSuppliesforBoardMeeting_E_A2.1_B3.1b_C4.1

Learner Information

Administrative assistants may be asked to gather materials in preparation for meetings.

Scan the "Note to Administrative Assistant".

Note to Administrative Assistant

Please check the supply room to see if we have the following for each of the 22 people attending tomorrow's board meeting:

- 1 yellow legal pad
- 1 pencil
- a copy of the Annual Report
- pad of ½ inch by 2-inch blue sticky notes

Make a list of anything that will need to be purchased.

Thank you

Work Sheet

Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:

- a stack of 30 annual reports
- an unopened box of pencils, the label stating "one dozen"
- an open box of pencils with 7 pencils in it
- two packages of yellow legal pads, each containing 6
- three unopened packages of blue 1/2 inch by 2-inch sticky notes, each containing 6 pads
- an open package of blue 1/2 inch by 2-inch sticky notes with 4 pads remaining

List the items and amounts that will have to be purchased:

Answers

Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:

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List the items and amounts that will have to be purchased:

Items to be Purchased:

- 3 pencils ($12 + 7 = 19$, $22 - 19 = 3$)
- 10 yellow legal pads ($6 \times 2 = 12$, $22 - 12 = 10$)

Note: Items that should not be on the list include copies of the annual report (there were 30 available, more than the number needed for the meeting) and sticky notes ($3 \times 6 = 18$, $18 + 4 = 22$, the exact number required).

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
B3.1b	follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
C4.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	recognizes values in number and word format			
	identifies and compares quantities of items			
	identifies and performs required operation			
	interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)			
	follows apparent steps to reach solutions			

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Learner Comments:

This task: Was successfully completed Needs to be tried again

Instructor (print):

Learner (print):
