



## Task Title: Read Everyday Flyers 3

### 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:** The learner will read a memo from their child's school, answer questions and fill out a permission form.

#### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Create and complete forms/B3.1a

#### Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReadEverydayFlyers3\_I\_A2.1\_B3.1a

### Learner Information

Individuals receive memos/flyers from schools informing them of events and asking for permission for their child to attend.

Read the "Pizza Party Memo and Permission Form".

## Pizza Party Memo and Permission Form

**Emery Public School** is having a **Pizza Party**



to celebrate the opening  
of our new playground



**When:** Wednesday, March 21 at 12:00 pm

**Where:** In the school gym

**Who:** Students, teachers and parent volunteers

This is a great chance to celebrate all our hard work!

Please complete and return the permission form  
below if your child will join us for this celebration.

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### Permission Form

I give permission for my child to attend the pizza party on  
Wednesday, March 21.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Work Sheet

**Task 1: What is the purpose of this memo?**

Answer:

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**Task 2: What is the school celebrating?**

Answer:

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**Task 3: Where is the celebration taking place?**

Answer:

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**Task 4: You have a child at the school and agree to let him join the party. Complete the permission form.**

Answer: No response required here.

Task completed: Yes ☐

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## Answers

### **Task 1: What is the purpose of this memo?**

Answer: to invite students, teachers and parent volunteers to a school pizza party and to collect the names of students who plan to attend

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### **Task 2: What is the school celebrating?**

Answer: the completion of their new playground

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### **Task 3: Where is the celebration taking place?**

Answer: in the school gym

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### **Task 4: You have a child at the school and agree to let him join the party. Complete the permission form.**

Answer: Permission form at the bottom of the memo should be completed. Learner may use a fictitious name if desired.

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### 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			
	Locates specific details in simple documents, such as labels and signs			
	Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
B3.1a	Makes a direct match between what is requested and what is entered			

This task: Was successfully completed ☐ Needs to be tried again ☐

#### Learner Comments:

Instructor (print):

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Learner (print):

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