## Task Title: Read a Brief Note from a Co-Worker

### OALCF Cover Sheet – Practitioner 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:** Learner will read a brief email from a co-worker and answer questions.

**Main Competency / Task Group / Level Indicator:**
- Find and Use Information / Read continuous text / A1.1:  Read brief texts to locate specific details

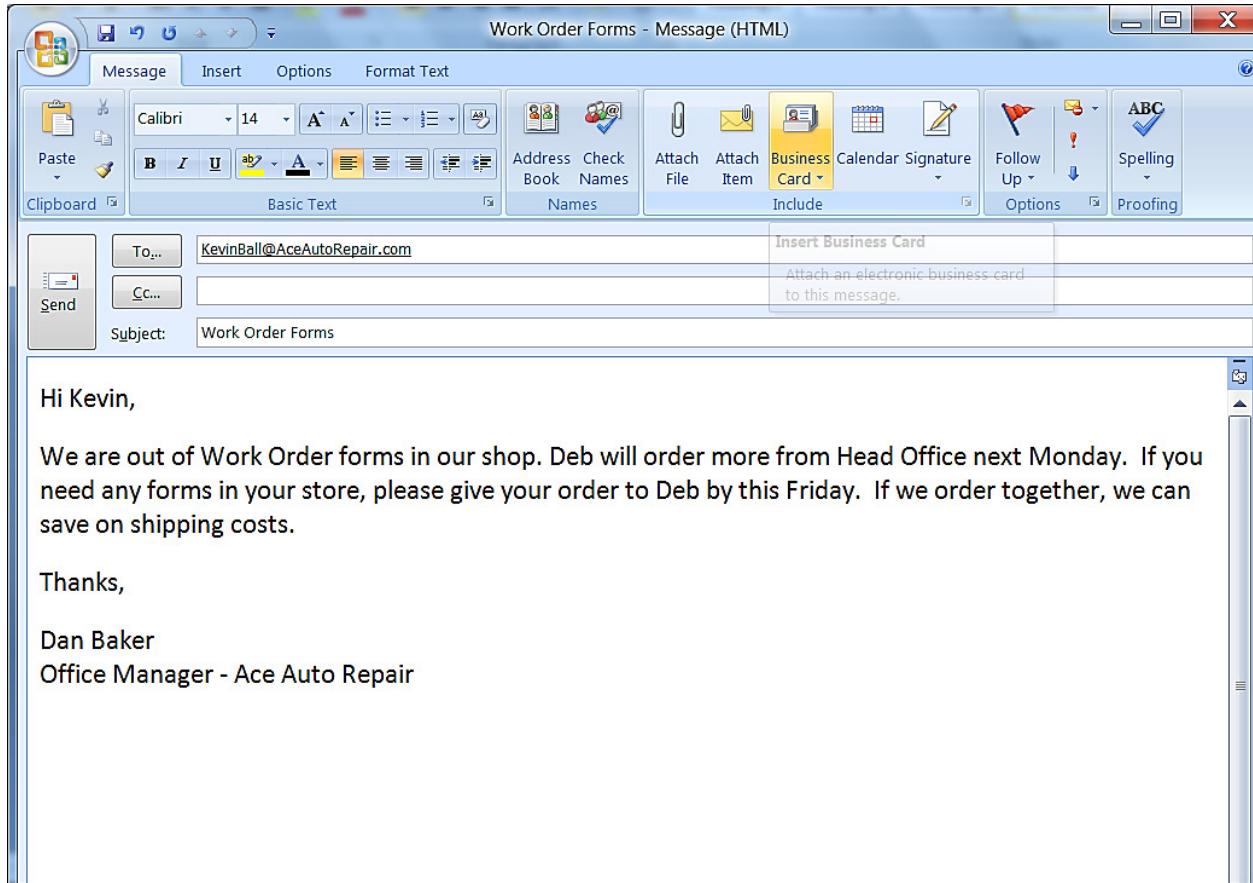**Performance Descriptors:** See chart on last page

**Materials Required:**
- Photocopy of email (attached) for learner
- Pencil

## Learner Information

Employees often communicate with other employees by email.

Read the email.

## Work Sheet

**Task 1:**     **Who wrote this email?**

Answer:

_____

**Task 2:**     **To whom was the email sent?**

Answer:

_____

**Task 3:**     **What forms does Dan's shop need?**

Answer:

_____

**Task 4:**     **Who will order the forms?**

Answer:

_____

**Task 5:**     **When will the forms be ordered?**

Answer:

_____

**Task 6:**     **When does Deb need Kevin's order?**

Answer:

_____

**Task 7:**     **What costs will Dan and Kevin save on if they order together?**

Answer:

_____

## Answers

**Task 1:**     Who wrote this email?

**Dan or Dan Baker**

**Task 2:**     To whom was the email sent?

**Kevin**

**Task 3:**     What forms does Dan's shop need?

**Work Order forms**

**Task 4:**     Who will order the forms?

**Deb**

**Task 5:**     When will Deb order the forms?

**(Next) Monday**

**Task 6:**     When does Deb need Kevin's order?

**By this Friday**

**Task 7:**     What costs will Dan and Kevin save on if they order together?

**Shipping costs**

Practitioner Copy

## Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
|---|---|---|---|---|
| A1.1 | Reads short texts to locate a single piece of information | | | |
| | Decodes words and makes meaning of sentences in a single text | | | |
| | Follow simple, straightforward instructional texts | | | |
| | Follows the sequence of events in straightforward chronological texts | | | |
| | Requires support to identify sources and to evaluate and integrate information | | | |

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

Learner Comments:

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Instructor (print):                                       Learner Signature:

_____                        _____

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