Task Title: Using a Monthly Calendar

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 write appointments and activities on a monthly calendar.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Use measures/C3.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Many people record appointments and activities on a monthly calendar.

Scan the "September 2025" calendar.

SEPTEMBER 2025						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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Work Sheet

Task 1: You have a doctor's appointment on Tuesday, September 16th at 11:30am. Write this appointment in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Baseball practice is every Saturday morning at 10:30am. Write this in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: You borrowed library books on September 12th. They are due two weeks later. Write the due date in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Task 4: You are working from 1pm to 6pm every Monday except the last Monday of the month. Write these shifts in the calendar.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 1pm-6pm Work	2	3	4	5	6 10:30am Baseball
7	8 1pm-6pm Work	9	10	11	12	13 10:30am Baseball
14	15 1pm-6pm Work	16 11:30am-Doctor	17	18	19	20 10:30am Baseball
21	22 1pm-6pm Work	23	24	25	26 Library books due	27 10:30am Baseball
28	29	30				

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			
C2.1	recognizes values in number and word format			
	understands chronological order			
	understands and uses common date formats			
	represents dates and times using standard conventions			

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

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

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