



Task Title: Write a Telephone Message at Home

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 listen to the instructor read a telephone message and write it down to give to someone else.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Notes for Instructors/Practitioners

You will pretend you are phoning your learner and leaving a message with them for someone else. You can also do this by actually calling your learner on the telephone from a different room. The learner may ask clarifying questions as you relay the message.

Read the following telephone message to the learner:

This is Dr. Souter's office. George has an appointment on Thursday, May 4th at 3:00 p.m. Before he comes, tell him to pick up his test results from the hospital and bring them with him. He needs to go to the Records Department at the hospital and ask for envelope # 42235. They will have it ready for him. The Records Department is on the second floor of Building A.

Learner Information

In our work and personal lives, people often phone with important information. We need to be able to accurately record this information, particularly if it is a message for someone else.

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Work Sheet

Task 1: Listen to the “telephone message” your instructor reads to you. They will ask to speak with George. George is not home. Write down the message for George. Ask questions if you need clarification.

Answer:

Answers

Task 1: Listen to the “telephone message” your instructor reads to you. They will ask to speak with George. George is not home. Write down the message for George. Ask questions if you need clarification.

Answer: Answers will vary.

Learner should have had to ask for clarification, repeat of parts of message, and/or spelling. They should have accurately written

- message is for George
- Dr. Souter’s office called (may include “today” or today’s date/day of week)
- appointment is Thursday, May 4th at 3pm
- George needs to pick up his test results at the records department on the second floor of Building A of the hospital before this appointment. He will need to ask for envelope 42235.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	participates in short simple exchanges			
	repeats or questions to confirm understanding			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	uses highly familiar vocabulary			

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
