



Task-based Activity Cover Sheet

Task Title: Read a Brief Email

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Read a brief email confirming the date and time of a meeting	
<b>Competency:</b> A: Find and Use Information	<b>Task Group(s):</b> A1: Read continuous text
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details	
<b>Performance Descriptors:</b> see after answer key or <a href="#">click here</a> .	
<b>Links to skill building activities:</b> see the last page or <a href="#">click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Email about the meeting (attached)</li><li>• pen/pencil, eraser</li></ul>	
<b>ESKARGO:</b> <b>Reading Strategies:</b> <ul style="list-style-type: none"><li>• Develops sight words related to specific tasks</li><li>• Uses phonics and knowledge of word parts to decode words</li><li>• Uses knowledge of basic spelling conventions and simple punctuation to gather meaning from sentences</li><li>• Uses context cues and personal experience to gather meaning from the text</li><li>• Scans simple text to locate a single piece of information</li></ul> <b>Forms and Conventions:</b> <ul style="list-style-type: none"><li>• Reads sentences up to one paragraph</li><li>• Reads text having familiar, everyday content</li><li>• Reads text with simple, concrete information in simple, familiar wording</li></ul> <b>Comprehension:</b>	



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- Reads signs, symbols and common sight words from everyday life
- Makes meaning of sentences in a single text

### **Interpretation:**

- Locates a single piece of information in short texts

### **Attitudes:**

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Read a Brief Email

**Learner Information and Tasks:**

Email is a primary method of communication in the workplace. Meetings are often arranged through emails. Read the attached email.

**Task 1:** Who sent the email?

**Task 2:** Who was the email sent to?

**Task 3:** When is the date of the meeting?

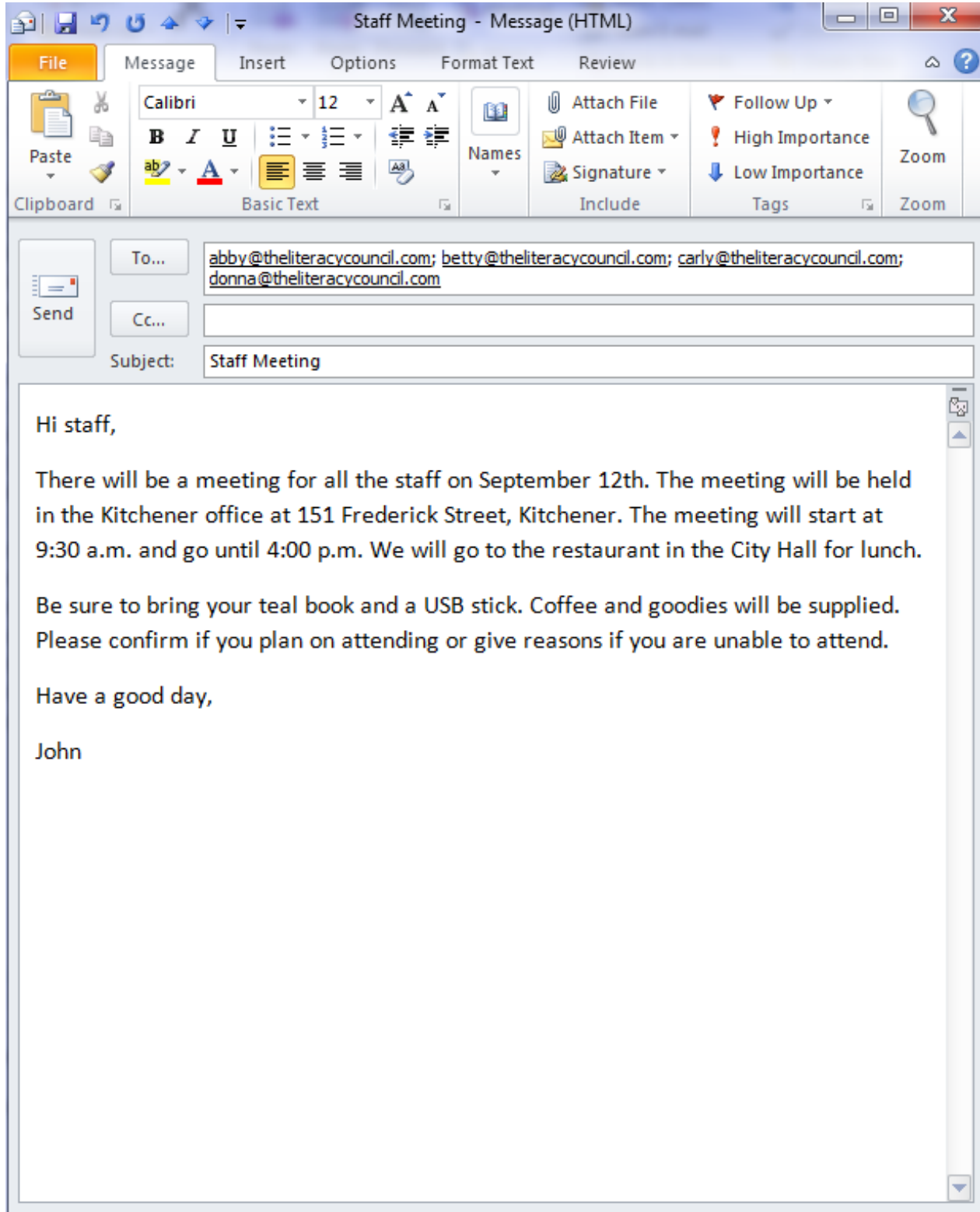
**Task 4:** Where will the meeting be held?

**Task 5:** When will the meeting start?

**Task 6:** What colour of book is staff to bring to the meeting?

**Task 7:** Where will the staff go for lunch?

## Email

A screenshot of an email client window titled "Staff Meeting - Message (HTML)". The window has a menu bar with "File", "Message", "Insert", "Options", "Format Text", and "Review". The ribbon includes "Clipboard" with a "Paste" button, "Basic Text" with various text formatting options (bold, italic, underline, font color, background color, text color, text size, font face, bullet points, numbered list, indent, outdent, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, insert table border, insert table of contents, insert table of contents), "Names", "Include" with "Attach File", "Attach Item", and "Signature", and "Tags" with "Follow Up", "High Importance", and "Low Importance". There are also "Zoom" buttons. The "To..." field contains the email addresses: [abby@theliteracycouncil.com](mailto:abby@theliteracycouncil.com); [betty@theliteracycouncil.com](mailto:betty@theliteracycouncil.com); [carly@theliteracycouncil.com](mailto:carly@theliteracycouncil.com); [donna@theliteracycouncil.com](mailto:donna@theliteracycouncil.com). The "Cc..." field is empty. The "Subject:" field contains "Staff Meeting". The main body of the email contains the following text:

Hi staff,

There will be a meeting for all the staff on September 12th. The meeting will be held in the Kitchener office at 151 Frederick Street, Kitchener. The meeting will start at 9:30 a.m. and go until 4:00 p.m. We will go to the restaurant in the City Hall for lunch.

Be sure to bring your teal book and a USB stick. Coffee and goodies will be supplied. Please confirm if you plan on attending or give reasons if you are unable to attend.

Have a good day,

John



**Task Title:** Read a Brief Email

**Answer Key**

**Task 1:** Who sent the email?

**John**

**Task 2:** Who was the email sent to?

**Staff (or Abby, Betty, Carly, and Donna or the full email addresses of each)**

**Task 3:** When is the date of the meeting?

**September 12th**

**Task 4:** Where will the meeting be held?

**The Kitchener office or 151 Frederick Street, Kitchener**

**Task 5:** When will the meeting start?

**9:30 a.m.**

**Task 6:** What colour of book is staff to bring to the meeting?

**teal**

**Task 7:** Where will the staff go for lunch?

**Restaurant [in City Hall] or City Hall**



Task Title: Read an Email

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>follows simple, straightforward instructional texts</li> </ul>			

This task: was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature

**Skill Building Activities**

Links to online resources:

“Practice Reading” Games

<http://www.gcflearnfree.org/reading/practicereading/play> - Click “launch activity.” Pick something from the top row; the learner will have the option of choosing a variety of categories like office terms, technology,



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writing, etc. Now pick something “texts” from the bottom row. The learner now has the option to choose “reading comprehension” or “text explorer.” By choosing reading comprehension, the learner is exposed to text and asked a series of questions related to what they have read. By choosing text explorer, the learner can click on the bolded words to hear how the word is pronounced, how the word is used in a sentence, and examples of when/where you might see the bolded word.

### Reading and Understanding

<http://www.bbc.co.uk/skillswise/quiz/en07unde-l1-quiz> - By clicking on this link, the learner is brought to a reading comprehension quiz. There are a series of 10 questions that relate to a small passage that must be read. The questions relate to the passage. At the end of the quiz the learner is given their score. A certificate is available to print.

### Practice Reading Texts: Notes, Letters, Memos

<http://www.skillplan.ca/measure-up> - Select “English”, “Choice of Activities”, “Practice”, “Reading”, and “Notes, Letters, Memos.” The learner will be asked to read simple, straightforward instructions, in notes, letters, and memos. There are worksheets to be printed with questions that relate to the text. After completing the activity, the learner has the option of practising “the same skill” or practising a “different skill.”

### **LearningHUB Courses Available:**

**Live Classes (SABA) - “Reading Comprehension”**

#### **Essential Skills, Independent Study, Short Courses**

Understanding How to Communicate Using Internet and e-Mail

#### **Reading & Writing, Independent Study** (Assigned by practitioner after assessment)

Reading Level 1, Assignment: all lessons teach essential reading strategies required to read and understand brief texts (e.g. Finding Main Ideas, Working with Order, Using Context Clues, etc.)

Reading Level 1, Assignment 2: You Have a Message, Getting the Details, What Should I Do, How to Read a Message, Action Plan

**\*To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): [https://www.learninghub.ca/get\\_registered.aspx](https://www.learninghub.ca/get_registered.aspx)

#### **\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>