



## OALCF Task Cover Sheet

**Task Title: Reading a Calendar to pay bills on time**

**Learner Name:**

**Date Started:**

**Date Completed:**

**Successful Completion:** Yes \_\_\_ No \_\_\_

**Goal Path:** Employment\_\_ Apprenticeship\_\_ Secondary School\_\_ Post Secondary\_\_ Independence ✓

**Task Description:** Read the calendar to determine when various bills are due.

**Competency:**

A: Find and Use Information

C: Understand and use Numbers

**Task Group(s):**

A1. Read continuous text

A2. Interpret documents

C2. Manage time

**Level Indicators:**

A1.1: Read brief texts to locate specific details

A2.1: Interpret very simple documents to locate specific details

C2.1: Measure time and make simple comparisons and calculations

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

**Materials Required:**

- Pen and paper
- Printout of Calendar attached

**Learner Instructions:**

People often use calendars to track when their bills are due. Look at Bob's calendar and answer these questions about Bob's bill payment dates.

1. When is Bob's rent due? \_\_\_\_\_
2. When does Bob have to pay his water bill? \_\_\_\_\_
3. When does Bob pay his telephone bill? \_\_\_\_\_
4. When is the gas and electricity bill due? \_\_\_\_\_
5. When does Bob pay for child care? \_\_\_\_\_
6. When does Bob get paid? \_\_\_\_\_
7. When is the cable T.V. bill due? \_\_\_\_\_
8. What day is March 23<sup>rd</sup>? \_\_\_\_\_
9. Does Bob have any appointments in the last week of March? \_\_\_\_\_
10. What is the abbreviation for the word Thursday? \_\_\_\_\_

**Bob's Calendar**  
**March**

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
	1	2 Water Bill Due	3	4	5 Child Care Due	6
7	8 Pay Day!	9	10	11	12 Child Care Due	13
14	15 Rent Due	16	17 Pay Gas And Electric	18	19 Child Care Due	20
21	22 Pay Day!	23	24 Cable Due	25 Phone Bill Due	26 Child Care Due	27
28	29	30	31			

**Task Title:** Reading a Calendar to pay bills on time

<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	reads short texts to locate a single piece of information			
	decodes words and makes meaning of sentences in a single text			
	follows the sequence of events in straightforward chronological texts			
	follow simple, straightforward instructional texts			
	identifies the main idea in brief texts			
	requires support to identify sources and to evaluate and integrate information			
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
C2.1	recognizes values in number and word format			
	understands chronological order			
	understands and uses common date formats			
	reads time on analog and digital clocks			
	identifies and performs required operation			
	represents dates and times using standard conventions			
	measures time using common instruments, such as clocks, timers and stopwatches			
	follows apparent steps to reach solutions			

**This task:** was successfully completed \_\_\_

needs to be tried again \_\_\_

**Learner Comments**

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**Instructor (print)**

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**Learner Signature**