

Task Title: John’s Calendar

# 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** The learner will record a number of appointments and errands under the appropriate dates in a calendar and record other important information in a “notes” section.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

C: Understand and Use Numbers

**Task Groups:** A1: Read texts to locate and connect ideas and information

A2: Interpret documents

B3: Complete and create documents

C2: Manage time

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A1.2: Read texts to locate and connect ideas and information
* A2.2: Interpret simple documents to locate and connect information
* B3.2a: Use layout to determine where to make entries in simple documents
* C2.1: Measure time and make simple comparisons and calculations

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

**Materials Required:**

* Learner information and instructions
* Blank calendar sheet (on page following the learner information and instructions)
* Pen or pencil or computer

# Learner Information and Task

**Task 1: John has the following appointments and errands to take care   
 of during June. Use the calendar on the next page to record   
 his appointments and errands. Use the notes section to write   
 down any information he should remember.**

• On June 11th John has a dentist appointment at 3:00 p.m.

• On June 14th John is going to a ball game with his friend, Bradley.   
 He is meeting him at the west stadium entrance at 6:00 p.m.

• From June 16th to the 22nd John is on vacation. He is going   
 camping in Algonquin Park. He is leaving at 7:00 a.m. on the   
 16th.

• John needs to buy a new cell phone card on the Friday before he   
 goes away.

• The day before his camping trip, John wants to make a note to   
 remember to pack his tent, sleeping bag, bug repellent,   
 sunscreen, matches, flashlight, towel and camera, as well as his   
 clothes.

• On June 4th, John has a doctor’s appointment at 10:00 a.m.

• John goes to school two days a week - Mondays and Wednesdays   
 from 9:00 a.m. to 2:00 p.m.

• John’s sister Andrea’s birthday is June 8th.

• John’s mother wants him to come over on June 9th for dinner.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ~ June 2013 ~ | | | | |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  |  | **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** | **Notes:** | | | | | |

Calendar:

# Answers

The layout of the scheduled appointments and errands may vary but the learner should have them shown on the same specific dates on the calendar. The learner should have similar information in the notes section at the bottom of the calendar.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ◄ [May](http://www.wincalendar.com/May-Calendar/May-2013-Calendar.html) | ~ June 2013 ~ | | | | |  |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|  |  |  |  |  |  | **1** |
| **2** | **3**  **School 9-2** | **4**  **Doc’s 10:00 am** | **5**  **School 9-2** | **6** | **7** | **8**  **Andrea’s B-Day** |
| **9**  **Mom’s Dinner** | **10** | **11**  **Dentist 3:00pm** | **12** | **13** | **14**  **New Cell Card**  **Ball Game 6:00**  **/Bradley see notes** | **15**  **Pack for trip see notes** |
| **16**  **Leave 7:00am** | **17** | **18** | **19** | **20** | **21** | **22** |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** |
| **30** | **Notes:**  **June 14 – meet Bradley at West Stadium entrance**  **June 15 – Pack tent, sleeping bag, bug repellent, sunscreen, matches, flashlight, towel and camera, and clothes.** | | | | | |

# 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 |  |  |  |
|  | Follows the sequence of events in straightforward chronological texts |  |  |  |
|  | Follow simple, straightforward instructional texts |  |  |  |
| A1.2 | Makes low-level inferences |  |  |  |
|  | Scans texts to locate information |  |  |  |
|  | Locates multiple pieces of information in simple texts |  |  |  |
| A2.2 | Uses layout to locate information |  |  |  |
|  | Makes connections between parts of documents |  |  |  |
| B3.2a | Uses layout to determine where to make entries |  |  |  |
|  | Begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | Makes entries using a limited range of vocabulary |  |  |  |
| C2.1: | Understands chronological order |  |  |  |
|  | Understands and uses common date formats |  |  |  |

This task:

Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print):