

Task Title: Write Appointments on a Calendar to Organize a Personal Schedule

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Write upcoming events and appointments on a calendar, read the entries and answer questions orally about these entries.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.1
* Communicate Ideas and Information/Complete and create documents/B3.1a
* Understand and Use Numbers/Manage time/C2.1
* Manage Learning/E.1

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Notes for Instructors/Practitioners

Task 2: Read the following list of appointments to your learner, or create a list of appointments to read aloud. The learner will be entering these appointments into a blank monthly calendar.

1. Class every Tuesday and Thursday at the Literacy Council from 1:00-3:30 p.m.
2. Appointment with the doctor on the 9th at 9:45 a.m.
3. House meeting the third Monday of every month at 7:00 p.m.
4. Heather’s birthday party on the 23rd at 8:15 p.m.
5. You are meeting Karen at 9.30 a.m. to go shopping in Toronto on the 19th
6. Job interview tomorrow at 4:30 p.m. at Wendy’s

Task 3: You will verbally ask your learner the following questions or questions that align with the appointments you created and read to them in Task 2. They will refer to their calendar to respond with the answers:

1. What is happening on the 23rd of this month?
2. On what date and time is your job interview?
3. What day of the week is your doctor’s appointment?
4. What is the date and time of your house meeting?
5. When are you going shopping in Toronto?
6. If someone asked you to babysit at 2:00 p.m. on the 16th, would you be available to do it?

# Learner Information

People often use monthly calendars to keep track of meetings, appointments and other commitments.

Look at the “Monthly Calendar Template”.

**Monthly Calendar Template**

**Calendar for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Work Sheet

**Task 1: Fill in the calendar template with the dates for the current month.**

Answer: No written response required here.

Task completed: Yes: No:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Your instructor will read a list of events to you. Write each event including the date and time on your calendar.**

Answer: No written response required here.

Task completed: Yes: No:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Your instructor will ask you questions. Refer to your calendar to answer.**

Answer: No written response required here.

Task completed: Yes: No:

**Task 4: Complete the Learner’s Self-Reflection on the next page.**

|  |  |  |
| --- | --- | --- |
| **Learner’s Self-Reflection** | **Yes** | **No** |
| I know how a calendar is set up. |  |  |
| I was able to mark the appointments correctly. |  |  |
| I asked for help with spelling if I needed it. |  |  |
| I copied information correctly. |  |  |
| I was able to write the times correctly. |  |  |
| I used capital letters for names of people. |  |  |
| I was able to read everything I wrote. |  |  |
| I answered most of the questions correctly. |  |  |

# Answers

**Tasks 1-3:** Answers will vary depending on month/year. A sample calendar is below.

**Calendar for September 2024**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| **1** | **2** | **3**  1-3:30pm Literacy Council class | **4** | **5**  1-3:30pm Literacy Council class | **6** | **7** |
| **8** | **9**  9:45am doctor’s appointment | **10**  1-3:30pm Literacy Council class | **11** | **12**  1-3:30pm Literacy Council class | **13** | **14** |
| **15** | **16** | **17**  1-3:30pm Literacy Council class | **18**  7pm house meeting | **19**  9:30am shopping with Karen in Toronto  1-3:30pm Literacy Council class | **20** | **21** |
| **22** | **23**  8:15pm Heather’s birthday | **24**  1-3:30pm Literacy Council class | **25** | **26**  1-3:30pm Literacy Council class | **27** | **28** |
| **29** | **30** |  |  |  |  |  |

* Not included: Job interview tomorrow at 4:30pm.

**Task 4:** Answers will vary.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.1 | scans to locate specific details |  |  |  |
|  | locates specific details in simple documents |  |  |  |
| 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 (including a.m. and p.m.) |  |  |  |
|  | Interprets and represents time using whole numbers, decimals and simple common fractions |  |  |  |
| E.1 | Begins to monitor own learning |  |  |  |
|  | Uses feedback to improve performance |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**