

Task Title: Assemble Supplies for a Board Meeting

# 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:** Compare a list of required supplies to the supplies on hand and make a shopping list.

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

* Find and Use Information/Interpret documents/A2.1
* Communicate Ideas and Information/Complete and create documents/B3.1b
* Understand and Use Numbers/Manage data/C4.1

**Materials Required:**

* Pen/pencil or digital device

# Learner Information

Administrative assistants may be asked to gather materials in preparation for meetings.

Scan the “Note to Administrative Assistant”.

# Note to Administrative Assistant

Please check the supply room to see if we have the following for each of the 22 people attending tomorrow’s board meeting:

* 1 yellow legal pad
* 1 pencil
* a copy of the Annual Report
* pad of ½ inch by 2-inch blue sticky notes

Make a list of anything that will need to be purchased.

Thank you

# Work Sheet

**Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:**

* **a stack of 30 annual reports**
* **an unopened box of pencils, the label stating “one dozen”**
* **an open box of pencils with 7 pencils in it**
* **two packages of yellow legal pads, each containing 6**
* **three unopened packages of blue ½ inch by 2-inch sticky notes, each containing 6 pads**
* **an open package of blue ½ inch by 2-inch sticky notes with 4 pads remaining**

**List the items and amounts that will have to be purchased:**

# Answers

**Task 1: Look at the note to the administrative assistant. On the shelf in the supply room the administrative assistant finds:**

* **a stack of 30 annual reports**
* **an unopened box of pencils, the label stating “one dozen”**
* **an open box of pencils with 7 pencils in it**
* **two packages of yellow legal pads, each containing 6**
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* **an open package of blue ½ inch by 2-inch sticky notes with 4 pads remaining**

**List the items and amounts that will have to be purchased:**

Items to be Purchased:

* 3 pencils (12 +7 = 19, 22 – 19 =3)
* 10 yellow legal pads (6 x 2 = 12, 22-12=10)

**Note:** Items that should not be on the list include copies of the annual report (there were 30 available, more than the number needed for the meeting) and sticky notes (3 x 6 = 18, 18 + 4 = 22, the exact number required).

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.1 | scans to locate specific details |  |  |  |
|  | interprets brief text and common symbols |  |  |  |
| B3.1b | follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) |  |  |  |
| C4.1 | adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | recognizes values in number and word format |  |  |  |
|  | identifies and compares quantities of items |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | interprets and represents values using whole numbers, decimals, percentages and simple, common fractions (e.g. ½, ¼) |  |  |  |
|  | follows apparent steps to reach solutions |  |  |  |

Learner Comments:

This task: Was successfully completed Needs to be tried again

Instructor (print): Learner (print):