



Task Title: Passing on a Message to Relay Information

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will be given a verbal message to pass on to another person.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Manage Learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: PassingOnAMessage_EI_B1.1_E.1

Learner Information

Recording messages accurately is important in work and in our daily lives.

Work Sheet

Task 1: Listen to the message your instructor gives you. You may write down the message if it's easier for you to remember.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 2: Give the message to another learner (or back to your instructor) verbally or by signing.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 3: Talk to your instructor about what they observed or heard.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 4: Fill out the learner self-evaluation.

Learner Self-Evaluation:

- | | |
|--|--|
| 1. I was able to read and understand the instructions. | Yes ☐ No ☐ |
| 2. I was able to listen to the message. | Yes ☐ No ☐ |
| 3. I was able to understand the message. | Yes ☐ No ☐ |
| 4. I was able to give the message to the right person. | Yes ☐ No ☐ |
| 5. The person was able to understand my message. | Yes ☐ No ☐ |

Other Comments: