



Task Title: Write a Telephone Message at Home

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 listen to the instructor read a telephone message and write it down to give to someone else.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

In our work and personal lives, people often phone with important information. We need to be able to accurately record this information, particularly if it is a message for someone else.

Task Title: WriteATelephoneMessageatHome_I_B1.1_B2.1

Work Sheet

Task 1: Listen to the “telephone message” your instructor reads to you. They will ask to speak with George. George is not home. Write down the message for George. Ask questions if you need clarification.

Answer: