Task-Based Activities

QUILL Learning Network

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

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: 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

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**
1. I know how a calendar is set up.		
2. I was able to mark the appointments correctly.		
3. I asked for help with spelling if I needed it.		
4. I copied information correctly.		
5. I was able to write the times correctly.		
6. I used capital letters for names of people.		
7. I was able to read <u>everything</u> I wrote.		
8. I answered most of the questions correctly.		