



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

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: 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.

- a) Class every Tuesday and Thursday at the Literacy Council from 1:00-3:30 p.m.
- b) Appointment with the doctor on the 9th at 9:45 a.m.
- c) House meeting the third Monday of every month at 7:00 p.m.
- d) Heather's birthday party on the 23rd at 8:15 p.m.
- e) You are meeting Karen at 9.30 a.m. to go shopping in Toronto on the 19th
- f) 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:

- a) What is happening on the 23rd of this month?
- b) On what date and time is your job interview?
- c) What day of the week is your doctor's appointment?
- d) What is the date and time of your house meeting?
- e) When are you going shopping in Toronto?
- f) If someone asked you to babysit at 2:00 p.m. on the 16th, would you be available to do it?

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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.		

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			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Uses feedback to improve performance			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):