



Task Title: Read a Business Message

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: Read aloud a message from a business and then answer written questions about the message.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.1
- Understand and Use Numbers/Manage time/C2.1
- Manage Learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: ReadBusinessMessage_EI_A1.2_A2.1_C2.1_E.1

Learner Information

Messages are often taken for colleagues at work. It is important that they are accurately understood, recorded and shared.

Read the business message from Kwik Kopy Printing out loud to your instructor.



digiprint

To: George Roberts

Date: Sept 20/2000 Time: 11:15 am

While You Were Out.....

Mr/Mrs. Adanson

or Kwik Carpet Cleaning

Area Code Phone 705 728-7323

☒ Called ☐ Came By To See You ☒ Wants To See You
☒ Please Call ☐ Will Call Again ☐ Returned Your Call

Message: She has some special deals on at the moment, especially for stores, and wants to know if you're interested. She said you would remember her from last year. (?) She'll be in her office until 5pm and she's anxious that you call before then. She also asked for someone called "Pat", but I didn't know who that was.

Message Taken By: Janet

110 Anne Street South, Barrie, Ontario L4N 2E3

Tel: (705) 737-2213 Fax: (705) 737-4861 Toll Free: (800) 446-4860

Email: kwikkopy@bconnex.net

Work Sheet

Task 1: Who took the message?

Answer:

Task 2: How did she get this message?

Answer:

Task 3: Who is the message for?

Answer:

Task 4: Who is the message from?

Answer:

Task 5: When was the message left?

Answer:

Task 6: What is the main purpose of this message?

Answer:

Task 7: What do you think the special deal is about?

Answer:

Task 8: When does George have to return the call?

Answer:

Task 9: Do you think this message is clear? Why or why not?

Answer:

Learner's Self-Reflection

I recognized that this was a telephone message. Yes ☐ No ☐

I knew who took this message and who this message was for. Yes ☐ No ☐

I knew what had to be done. Yes ☐ No ☐

I could read all the names on this message. Yes ☐ No ☐

I found it easy to read this message. Yes ☐ No ☐

I answered ___ out of 9 questions correctly. Yes ☐ No ☐

Learner Comments: