



Task Title: Read a Brief Note from a Co-Worker

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: Learner will read a brief email from a co-worker and answer questions.

Main Competency / Task Group / Level Indicator:

- Find and Use Information / Read continuous text / A1.1

Materials Required:

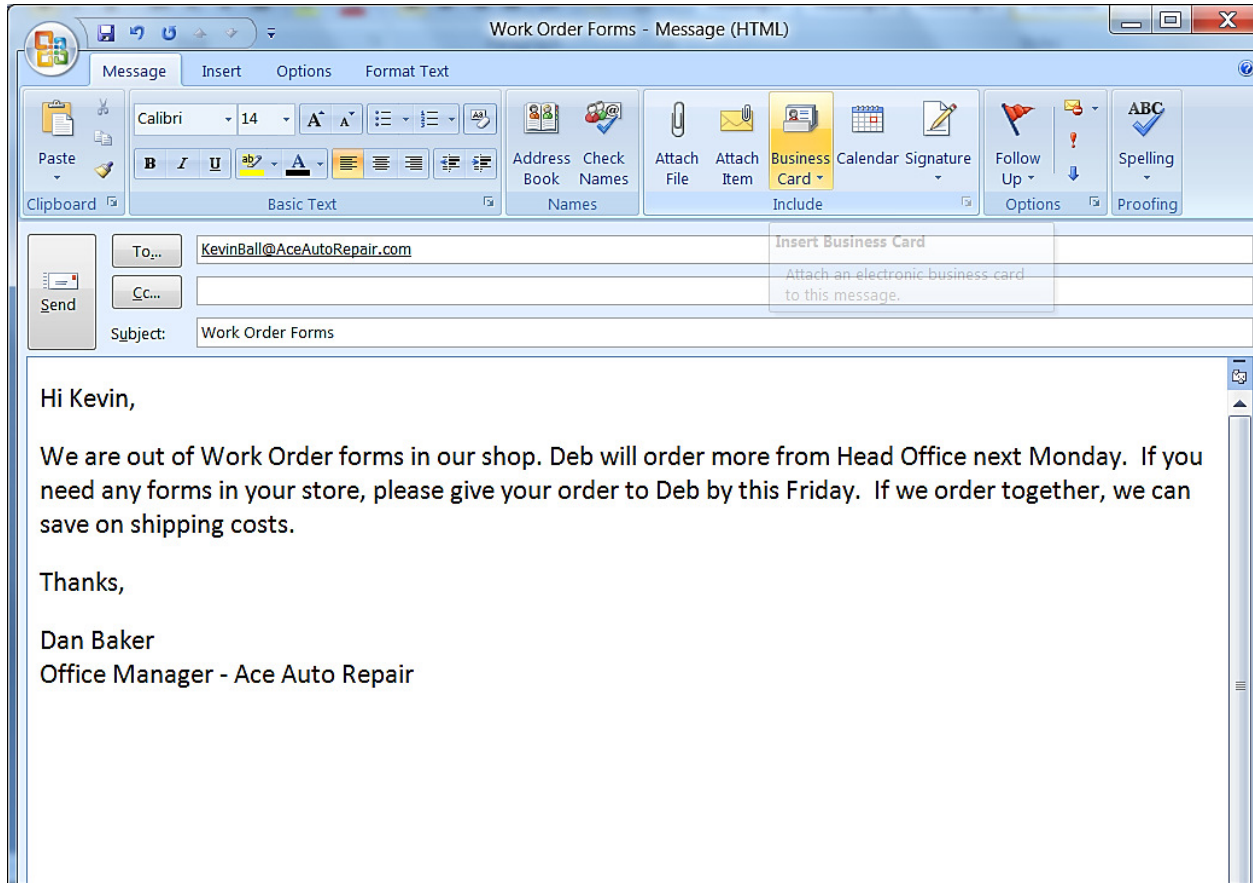
- Pen/pencil and paper and/or digital device

Task Title: Notefromcoworker_EA_A1.1

Learner Information

Employees often communicate with other employees by email.

Read the email.



Work Sheet

Task 1: Who wrote this email?

Answer:

Task 2: To whom was the email sent?

Answer:

Task 3: What forms does Dan's shop need?

Answer:

Task 4: Who will order the forms?

Answer:

Task 5: When will the forms be ordered?

Answer:

Task 6: When does Deb need Kevin's order?

Answer:

Task 7: What costs will Dan and Kevin save on if they order together?

Answer:

Answers

Task 1: Who wrote this email?

Dan or Dan Baker

Task 2: To whom was the email sent?

Kevin

Task 3: What forms does Dan's shop need?

Work Order forms

Task 4: Who will order the forms?

Deb

Task 5: When will Deb order the forms?

(Next) Monday

Task 6: When does Deb need Kevin's order?

By this Friday

Task 7: What costs will Dan and Kevin save on if they order together?

Shipping costs

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information		☐	☐
	Decodes words and makes meaning of sentences in a single text		☐	☐
	Follow simple, straightforward instructional texts		☐	☐
	Follows the sequence of events in straightforward chronological texts		☐	☐
	Requires support to identify sources and to evaluate and integrate information		☐	☐

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

Learner Comments:

Instructor (print):

Learner Signature:
