



Task Title: Carpenter Communications

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: Using email to communicate with others.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device
- Email address

Learner Information

Carpenters often use technology to communicate. They develop lists of supplies needed, explain issues on the job site and email each other to plan for the next day.

Note: All emails will be sent to your instructor but written as if you are writing to the individual listed in the task. Be sure to write a proper email, including subject line, greeting, reason for email (body), closing, and your name.

Work Sheet

Task 1: In an email, create a list of materials needed on a job site and ask your boss to make the order. Use numbers or bullets to create your list. The materials needed are a 4' level, 12 hinges that are 3" nickel-plated and 5 tubes of bathroom caulking. The subject of the email is "materials needed on Job Site #4". Email this list to your boss (instructor).

Answer:

Task completed: Yes: ☐ No ☐

Task 2: On August 20, a carpenter at Kincardine Carpentry Services received a phone message from the local supply store where their boss has placed an order. The sales clerk wants to know if the carpenter wants a metal or plastic level. Send an email to the sales clerk (instructor) stating that the carpenter needs a metal level.

Answer:

Task completed: Yes: ☐ No ☐

Task 3: Create an electronic list to record today's three duties at Job Site #2: Mount the hinges on the door, mark on the door frame where the door hinges will be mounted, hang the door. Email this list to your boss (instructor).

Answer:

Task completed: Yes: ☐ No ☐