



Task Title: Carpenter Communications

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: 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 ☐

Answers

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: This is a simple list with the subject "materials needed on job site #4". The email should read something like:

Hi "name".

We need the following materials on job site #4.

- 4' level
- 12 hinges that are 3" nickel-plated
- 5 tubes of bathroom caulking

Can you please place an order.

Thank you.

Learner's Name

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: The subject of the email should be something like "follow up from Kincardine Carpentry Services". The body of the email should be similar to:

I am writing from Kincardine Carpentry Service in response to your phone message on August 20. The carpenter would like a metal level.

If you have any further questions, please give us a call or feel free to respond to this message.

Thank you.

Learner's Name

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: This is a simple list which should include the following in the body of the email:

Duties for today at Job Site #2:

- Mount hinges on door
- Mark door frame where hinges will be mounted
- Hang door

The subject of the email should be something like "job duties for today".

The email should also contain a subject line, greeting, and closing (at minimum the Learner's Name).

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain or describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
B3.1b	follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			

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

Task Title: CarpenterCommunications_EA_B2.2_B3.1a_D.2

Learner Comments:

Instructor (print):

Learner (print):