OALCF Task Cover Sheet

Task Title: Dinner Party "To Do" List

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment   Apprenticeship   Secondary School   Post Secondary   Independence✓
Task Description: The learner will create a list of tasks, and then organize the tasks into chronological order.

Competency:	Task Group(s):
B: Communicate Ideas and Information	B3: Complete and create documents
C: Understand and Use Numbers	C2: Manage time

Level Indicators: B3.1b: Create very simple documents to display and organize a limited amount of information C2.1:   Measure time and make simple comparisons and calculations
Performance Descriptors: see chart on last page
Materials Required: • Learner information and instructions (next page) • Pen or pencil and paper

Task Title: Dinner Party "To Do" List

Learner Information and Tasks:

Task 1:   You are having a dinner party. Make a list of at least 10 tasks you will need to do before the party (below or on a separate piece of paper).

Task 2:   Number the tasks on your list to show what order you need to do them in.

Task Title: **Dinner Party "To Do" List**

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.1b	• Follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	• Organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically and sequentially)			
	• Includes titles where required			
C2.1	• Recognizes values in number and word format			
	• Understands chronological order			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**