Task Title: Reading a Calendar

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: The learner will read a calendar and determine when bills are due.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

People often use calendars to track when bills are due.

Scan "Bob's March Calendar".

Bob's March Calendar

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
	1	2 Water Bill Due	3	4	5 Child Care Due	6
7	8 Pay Day!	9	10	11	12 Child Care Due	13
14	15 Rent Due	16	17 Pay Gas and Electric	18	19 Child Care Due	20
21	22 Pay Day!	23	24 Cable Due	25 Phone Bill Due	26 Child Care Due	27
28	29	30	31			

Work Sheet

Task 1: When is Bob's rent due?

Answer:

_____

Task 2: When does Bob have to pay his water bill?

Answer:

_____

Task 3: When is the gas and electricity bill due?

Answer:

_____

Task 4: When does Bob pay for child care?

Answer:

_____

Task 5: When does Bob get paid?

Answer:

_____

Answers

Task 1: When is Bob's rent due?

Answer: March 15th.

Task 2: When does Bob have to pay his water bill?

Answer: March 2nd.

Task 3: When is the gas and electricity bill due?

Answer: March 17th.

Task 4: When does Bob pay for child care?

Answer: March 5th, March, 12th, March 19th, March 26th. Bob pays for child care each Friday in March.

Task 5: When does Bob get paid?

Answer: March 8th and March 22nd. Bob is paid every second Monday.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
C2.1	recognizes values in number and word format			
	understands chronological order			
	understands and uses common date formats			
	represents dates and times using standard conventions			

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

Learner Comments:

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Instructor (print):   Learner (print):

_____   _____