

Task-Based Activity: Interpret a Meeting agenda

Laubach Connection: Laubach Way to Reading (LWR) Book 3, Lesson 13

OALCF Link

Relevant Goal Paths

Apprenticeship, Employment, Independence, Postsecondary

Rationale: Learners on the Apprenticeship, Employment, Independence and Postsecondary Paths will need to understand meeting agendas for a variety of different reasons.

Task-Based Activity Description: The learner will interpret a simple document (meeting agenda) to locate and connect information.

Competency, Task Group and Level Indicators

(See Assessment page for performance descriptors)

A: Find and Use Information

A2: Interpret documents

- **A2.2** Interpret simple documents to locate and connect information

Materials Required

- Pen or pencil and eraser
- Question sheets

Overview

Activity Introduction

This task uses a simple meeting agenda. Learners will locate information from the meeting agenda (includes a chart) using reading and layout.

New words

Determine any new words that you think are being introduced in the activity and review those words with the learner.

Instructions

1. Have the learner fill in their name and the date.
2. Have the learner complete the pre self-assessment.
3. Have the learner complete the task-based activity.
4. After completing the activity, have the learner complete the post self-assessment.
5. After the learner has completed the task-based activity, complete the assessment section and review the results with the learner.

Extension activities

- Create a meeting agenda for an agency meeting

Task-Based Activity: Interpret a meeting agenda

Learner Name: _____ Date: _____

Pre self-assessment

I need to improve my skills at locating information in a simple document.

Yes

No

Activity

AGENDA

Colossal Marketing Semi-Annual Meeting

January 12, 2015

9:00 a.m. – 5:00 p.m.

Meeting called by Mr. Marcus Ricardo,
CEO and founder of Colossal Marketing

Attendees: All Colossal Marketing employees

Please read: *Colossal Marketing: The New Manuel*

Please bring: Pen or pencil and paper

9:00 a.m. – 10:00 a.m.	Introduction Continental Breakfast Welcome <i>Lola Sturgen</i> Star Room
10:00 a.m. – 12:00 p.m.	Company Presentation New products for 2015 <i>Clay M. Grason</i> Basco Room
12:00 p.m. – 1:00 p.m.	Lunch Hot buffet Star Room
1:00 p.m. – 4:00 p.m.	Demos Sales Techniques <i>Grant Holward</i> Basco Room Consumer Statistics <i>Lisa Petersen</i> Spring Room Advertising to Teens <i>Clara Jin</i> Star Room
4:00 p.m. – 5:00 p.m.	Wrap-up Q&A Panel <i>All speakers</i> Star Room

Additional Instructions:

During the demo portion of the meeting, feel free to explore all the presentations. Each speaker will be presenting three times.

1. Who called the meeting and what is their position at the company?
2. When is the meeting? (date and time)
3. In what room do the majority of the events take place?
4. How many meals are included at the meeting?
5. What are you encouraged to do during the demos section of the meeting?
6. What is the company's presentation about and who is speaking?

Post self-assessment

I think my skills have improved as a result of completing this activity.

Yes

No

Learner comments:

Assessment

Task-Based Activity: Interpret a meeting agenda

Learner Name: _____ Date: _____

Practitioner Name: _____

Performance Descriptors	Needs Work	Improving	Excellent
A2.2: Interpret simple documents to locate and connect information <ul style="list-style-type: none">• performs limited searches using one or two search criteria• extracts information from tables and forms• uses layout to locate information• makes connections between parts of documents• makes low-level inferences• begins to identify sources and evaluate information			

The learner needs to work on the following:

This task was successfully completed	This task needs to be tried again
Practitioner Comments:	
Learner Comments:	