

Task-Based Activity: Retail Job Advertisement

Laubach Connection: Laubach Way to Reading (LWR) Book 3, Lesson 20

OALCF Link

Relevant Goal Paths

Apprenticeship, Employment, Independence, Postsecondary

Rationale: Learners on the Apprenticeship, Employment, Independence and Postsecondary Paths will need to read job advertisements for a variety of different reasons.

Task-Based Activity Description: The learner will interpret a document (job description) to locate specific details (**A2.1**).

Competency, Task Group and Level Indicators

(See Assessment page for performance descriptors)

A: Find and Use Information

A2: Read continuous text

- **A2.1** Interpret very simple documents to locate specific details

Materials Required

- Pen or pencil and eraser
- Question sheets

Overview

Activity Introduction

This task uses a retail job advertisement. The learner will read the advertisement and locate specific details to answer the questions.

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

- Have learner write a mock email to Maureen's & Matt's with their resume attached
- Have learner participate in a mock job interview

Task-Based Activity: Retail Jobs Advertisement

Learner Name: _____ Date: _____

Pre self-assessment

I need to improve my skills at:

Yes

No

Activity



Job Overview

Position: PT Sales Associate

Position Type: Part Time

Location: Maureen's & Matt's

Job Description

Maureen's and Matt's is looking for a fashion-loving, sales-driven, enthusiastic team player to join their team.

Availability: Evenings and weekends. Apply in store or by email: jobs@maureensandmatts.ca

Required Skills

- Retail experience an asset, but not required.

Job Contact Information

Contact Name: Maureen Springer or Matt Lowe

Phone: 555-555-5555

1. Who should you contact about the job?
2. What words describe what type of job this is?
3. How can you apply?
4. What kind of a person are they looking for?
5. When would you have to be available to get this job?
6. To check up on your application, what phone number would you use?

Post self-assessment

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

Yes

No

Learner comments:

Assessment

Task-Based Activity: Retail Job Advertisement

Learner Name: _____ Date: _____

Practitioner Name: _____

Performance Descriptors	Needs Work	Improving	Excellent
A2.1 Interpret very simple documents to locate specific details <ul style="list-style-type: none">• scans to locate specific details• interprets brief text and common symbols• identifies how lists are organized (e.g. sequential, chronological, alphabetical)• requires support to identify sources and to evaluate and integrate 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: