

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:	