

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