**Reading Practical Workplace Communications Part 1**

**OALCF Companion**

Supplementary activities that can be found on the Task-Based Activities for LBS website: http://taskbasedactivitiesforlbs.ca/

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| **Activity Title** | **Link** |
| Read a bulletin board notice | <http://taskbasedactivitiesforlbs.ca/content/read-bulletin-board-notice> |
| Read a notice from your child’s school | <http://taskbasedactivitiesforlbs.ca/content/read-notice-your-childs-school> |
| Write a notice to advertise and event | <http://taskbasedactivitiesforlbs.ca/content/write-notice-advertise-event> |
| Purchasing procedure memo | <http://taskbasedactivitiesforlbs.ca/content/purchasing-procedure-memo> |
| Read a school memo | <http://taskbasedactivitiesforlbs.ca/content/read-school-memo> |
| Read and understand a business memo | <http://taskbasedactivitiesforlbs.ca/content/read-and-understand-business-memo> |
| Work shift memo | <http://taskbasedactivitiesforlbs.ca/content/work-shift-memo> |
| Write business memos | <http://taskbasedactivitiesforlbs.ca/content/write-business-memos> |