OALCF Task Cover Sheet

Task Title: Book an ASL-English Interpreter

Learner Name:	
Date Started:	**Date Completed:**
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence ✓	
Task Description: Learners will make a booking request for an ASL-English interpreter. NOTE: This task involves the use of email (Competency D.2), but this can be substituted by having a learner write a letter to request an ASL-English interpreter.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	**Task Group(s):** A1: Read continuous text A2: Interpret documents B1: Write continuous text C2: Manage time
Level Indicators: A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B1.1: Initiate and maintain interactions with one or more persons to discuss, explain, or exchange information and opinions C2.1: Measure time and make simple calculations D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: • Desktop or laptop computer with an internet connection • **"So you need an interpreter, now what?" factsheet** • **Next Medical Appointment Card**	

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Learner Information and Tasks:

You may need to request an ASL-English interpreter for your appointment.

There are different ways to contact the Canadian Hearing Services (CHS) Interpreting Services. Before they can book an ASL-English interpreter for you, they will need the appointment information.

Task 1: Read the "So you need an interpreter, now what?" factsheet and answer the questions:

How can you contact them?

What information do they need from you?

So you need an interpreter, *Now what?*

An easy guide for making ASL-English interpreter booking requests

1 How to contact us?

You can contact our Interpreting Services by email:
request@interpretingservices.ca

2 What information to share?

Please share as much information as you can with us:

WHO: Who needs the interpreter?
WHAT: Name of the location/business/clinic/etc.
WHEN: Date and time
WHERE: The location's address
WHY: The reason for the request
HOW: How can we contact them if we need to?

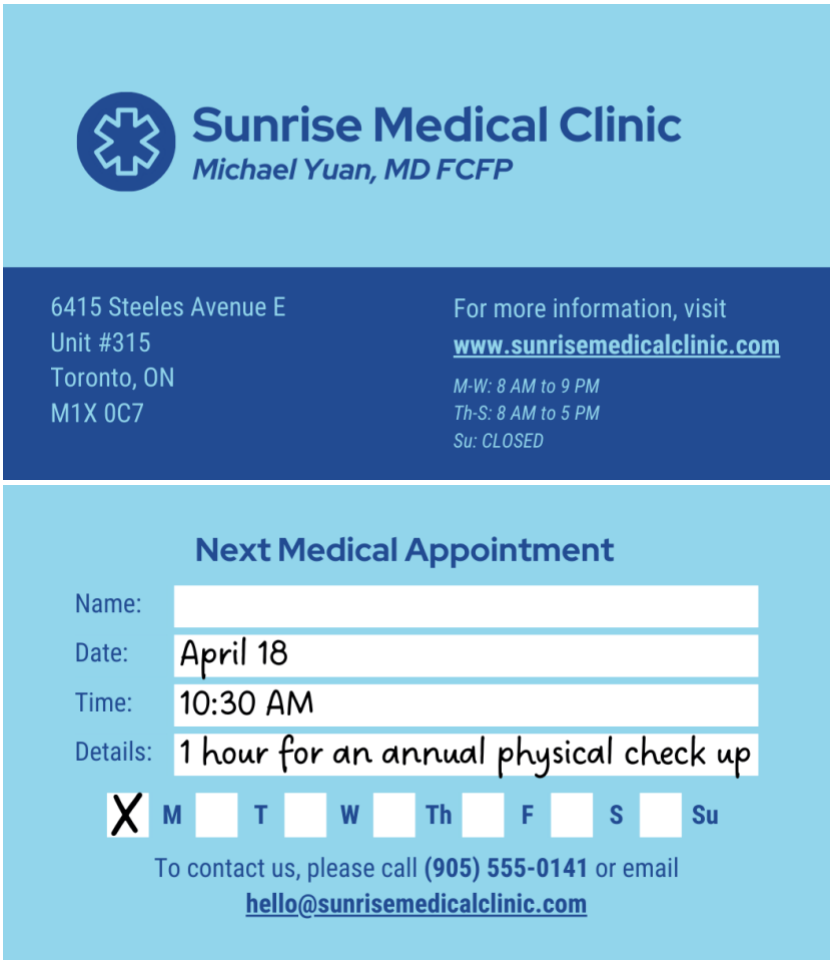
3 What will we do?

We will try our best to schedule an ASL-English interpreter for you as soon as possible. We will send you a confirmation email when it is booked.

Task 2: Write an email to request an interpreter for your appointment and send it to your LBS practitioner. Use the medical appointment information below to make the request.

NOTE: Please use your own name.

Medical Appointment Information:



Sunrise Medical Clinic
Michael Yuan, MD FCFP

6415 Steeles Avenue E
Unit #315
Toronto, ON
M1X 0C7

For more information, visit
www.sunrisemedicalclinic.com
M-W: 8 AM to 9 PM
Th-S: 8 AM to 5 PM
Su: CLOSED

Next Medical Appointment

Name:
Date: April 18
Time: 10:30 AM
Details: 1 hour for an annual physical check up

X M T W Th F S Su

To contact us, please call (905) 555-0141 or email
hello@sunrisemedicalclinic.com

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Answer Key

Task 1: **Email:** request@interpretingservices.ca

What information will they need (all parts are required):
WHO, WHAT, WHEN, WHERE, WHY, and **HOW**

Task 2: Booking request information:
WHO: [Learner's Name]
WHAT: Sunrise Medical Clinic or **Michael Yuan, MD FCFP** (either or both can be accepted)
WHEN: Monday, April 18 at 10:30 AM (10:30 to 11:30 AM can be accepted too)
WHERE: 6415 Steeles Avenue E Unit #315, Toronto, ON M1X 0C7
WHY: Annual physical checkup or **medical appointment** (either or both can be accepted)
HOW: (905) 555-0141 or **hello@sunrisemedicalclinic.com** (Either or both can be accepted)

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	• Reads short texts to locate a single piece of information			
	• Follows simple, straightforward instructional texts			
A2.1	• Scans to locate specific details			
	• interprets brief text and common symbols			
B2.1	• Writes simple texts to request, remind, or inform			
	• Conveys simple ideas and factual information			
	• uses sentence structure, upper and lower case and basic punctuation			
C2.1	• understands and uses common date formats			
	• represents dates and times using standard conventions			
D.2	• Selects and follows appropriate steps to complete tasks			
	• Locates and recognizes functions and commands			

This task: was successfully completed___ needs to be tried again___

Learner Comments

_____ _____

Instructor (print) **Learner Signature**