OALCF Task Cover Sheet

Task Title: Requesting an ASL interpreter for a course

Learner Name:	
Date Started:	**Date Completed:**
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: The learner is presented with a flyer from a local college offering adult education nighttime courses in a variety of subjects. The learner is instructed to select one of the courses on the flyer and contact the college to request an ASL interpreter for the course. In the email, learners are encouraged to include information about how to book an interpreter, based on the "So you need an interpreter, now what?" information sheet.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers D: Use Digital Technology	**Task Group(s):** A2: Interpret documents B2: Write continuous text C2: Manage time D: N/A
Level Indicators: A1.2: Read texts to locate and connect ideas and information B2.2: Write texts to explain and describe information and ideas C2.1: Measure time and make simple comparisons and calculations D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: • Access to email and internet • PDF (digital or printed): "So you need an interpreter, now what?" • PDF (digital or printed): "Pinecrest College Courses Flyer" (NOTE: the course dates, city, and email address on the flyer are all editable for the practitioner to customize).	

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Learner Information and Tasks:

Task 1: Read the flyer for Adult Education Courses offered at Pinecrest College. Choose one of the three courses, and send an email to the college to request an ASL interpreter and any other accommodations you need for the course.

Be sure to include:

- Relevant course details
- Information on how to book an interpreter

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Answer Key

Task 1: Review the email from the learner and complete the performance descriptors rubric based on the email. Confirm details in the email based on the Pinecrest College Courses Flyer, including any modifications that were made to the flyer (i.e., dates, city and email address).

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	• scans text to locate information			
	• locates multiple pieces of information in simple texts			
	• makes low-level inferences			
B2.2	• writes texts to explain and describe			
	• conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	• begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	• connects ideas using paragraph structure			
	• uses limited range of vocabulary and punctuation appropriate to the task			
	• begins to select words and tone appropriate to the task			
	• begins to organize writing to communicate effectively			
C2.1	• understands and uses common date formats			
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**

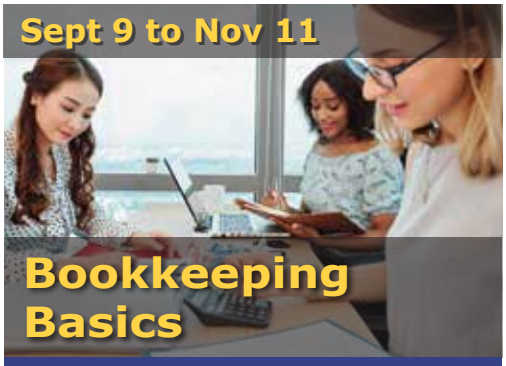
Pinecrest College

CALL TO FIND OUT MORE
416-555-9043



Adult Education Courses

Register Online: www.pinecrest.ca/regester



Sept 9 to Nov 11

Bookkeeping Basics

Ideal for beginners looking to improve their money skills. Learn the basics like double-entry bookkeeping, managing ledgers, and creating financial statements. Whether you're thinking about a finance career, starting a business, or just want to manage your money better, this course is your step toward financial confidence.

Cost: $185
When: Tuesdays, 6pm-8pm



Sept 14 to Nov 16

Food Safety Course

This course is for anyone who handles food and wants to keep it safe. You'll learn how to store, cook, and serve food safely, so it doesn't make people sick. Whether you're a professional or just want to know how to handle food at home, this course will teach you what you need to know. Sign up now to make sure your food is always safe to eat!

Cost: $140
When: Saturdays, 10am-12pm



Sept 13 to Nov 15

Introduction to Photography

This course is for everyone, no matter your skill level or the camera you have. You'll learn the basics of taking great photos, from understanding lighting and composition to using your camera effectively. Whether you want to capture beautiful moments or explore photography as a hobby, this course will help you get started.

Cost: $150
When: Fridays, 6:30pm-8:30pm

1810 Pine Street East, Toronto, Ontario

416-555-9043 www.pinecrest.ca info@pinecrest.ca

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.