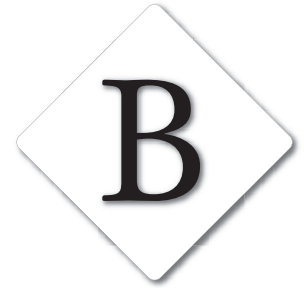


Auto/Truck Services Assignment II

Fill It Out

- Reading narrative
- Filling in a form



Assignment Summary

In this assignment, the learner will

- transfer information from a narrative to a form
- write a simple instruction.

Prior Knowledge

- *Essential Skills*
- *LBS Levels*

Teaching Planning Notes

- Use *Dean Myers Waterloo Dodge* “form”

With learner

- Teach form layout
- Read narrative

Achievement Indicators

- Completes form
- Identifies learning on self-achievement chart

FOCUS ON LEARNING

ESSENTIAL SKILLS

	Complexity Levels				
	1	2	3	4	5
<i>Reading Text</i>	■				
<i>Document Use</i>	■				
<i>Writing</i>	■				
<i>Thinking Skills</i>	■				

LITERACY AND BASIC SKILLS

	LBS Levels				
	1	2	3	4	5
Communication					
<i>Read with Understanding</i>	■	■	■		
<i>Write Clearly</i>	■				

Self-Management and Self-Direction

Concentration and Memory
Self-Assessment
Thinking Skills

Ontario Curriculum Linkages

Locally Developed Compulsory Credit, English, Grade 9 (ENG1L)

Developing Reading and Viewing Skills – Overall Expectations

DRVV.02 – read and recognize a variety of short, engaging, authentic, and relevant print and non-print text forms, both teacher- and student-selected

Reading a Variety of Texts- Specific Expectations

DRV2.02 – be familiar with text forms commonly used in everyday life and in the workplace (e.g., maps, memos, schedules, websites, voting ballots, surveys, billboards, flyers)

Locally Developed Compulsory Credit Course, English – Grade 10 (ENG2L)

Extending Reading and Viewing Skills – Overall Expectations

ERVV.02 – read and interpret a variety of engaging, authentic, and relevant print and non-print text forms, both teacher and student selected

Reading a Variety of Texts – Specific Expectations

ERV2.01 – apply the reading process as strategic readers to a variety of student- and teacher-selected authentic texts commonly used in everyday life and in the workplace (e.g., skimming text in magazines, short fiction, scripts, electronic text; interpreting data from graphs, tables, timelines; rereading manuals, project plans)

Fill It Out

- Salesman John Morris has just sold a black, 2005, Ford Escort (70,000 km) to Henry Diagio of 16 Maple Lane, Guelph.
- The car has to be delivered on February 6th, 2006, at 1:00 p.m. The stock number of the car is FEPB032784E950772.
- Before delivery, the car must be rust-proofed and undercoated. It must also be filled with gas.
- “Additional Instructions” are that the gas must be 91 octane.
- Fill in the form using the above information.
- Ask your instructor or another learner to sign the “Authorization” as the supervisor.





Del. Date:	
Time:	
Date:	Stock #
Year:	Model:
Colour:	Mileage:
Customer Name:	
Address:	
V.I.N.:	
Salesperson:	

ITEMS REQUIRED

- | | |
|---|--|
| <input type="checkbox"/> P.D.I. | <input type="checkbox"/> 4 WAY PROT. |
| <input type="checkbox"/> GAS - FILL | <input type="checkbox"/> RUSTPROOF |
| <input type="checkbox"/> GAS - \$ _____ | <input type="checkbox"/> UNDER COAT |
| <input type="checkbox"/> FABRIC GUARD | <input type="checkbox"/> SAFETY DONE |
| <input type="checkbox"/> PAINT SEALANT | <input type="checkbox"/> SAFETY CHECK |
| <input type="checkbox"/> CLEAN UP | <input type="checkbox"/> SAFETY RE-CHECK |
| <input type="checkbox"/> FLEET CLEAN UP | <input type="checkbox"/> _____ |

ADDITIONAL INSTRUCTIONS

<input type="checkbox"/> 301 - NEW AMT. \$ _____ <input type="checkbox"/> 301 - USED AMT. \$ _____
AUTHORIZATION: _____

