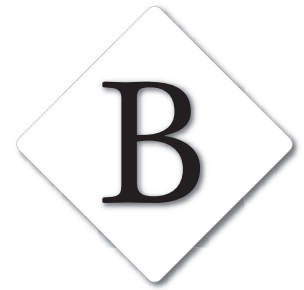


Business Services Assignment II

Minding Your Business

- Filling in a form
- Writing a note



Assignment Summary

In this assignment, the learner will

- fill in a basic form
- write a short note.

Prior Knowledge

- *Essential Skills*
- *LBS Levels*

Teaching Planning Notes

- Use *Canada Post* “Safe-Drop Notification Card”

With learner

- Discuss form layout
- Identify English/French sections

Achievement Indicators

- Completes form
- Recognizes English side of form
- Writes simple, short note
- 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					
<i>Concentration and Memory</i>					
<i>Problem Solving</i>					
<i>Self-Assessment</i>					
<i>Self-Confidence</i>					
<i>Thinking Skills</i>					

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

DRVV.03 – identify their strengths as independent readers and viewers and reflect on next steps in further developing their reading and viewing skills

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)

Minding Your Business

You are working for *Canada Post* during the Christmas season.

A package must be delivered to a home on Smith Street.

Nobody is at home at the time of delivery. You leave a “Safe Drop Notification Card” for the customer.

- Highlight the English instructions in yellow.
- Check the box marked “Other Location (specify)”.
- You will leave the package in the carport, beside the side door.
- Write this information in the space provided.





Safe Drop Avis de livraison Notification Card sécuritaire

We have tried to contact you at home but there was no answer. Therefore we have delivered an item too large for your mail receptacle to one of the locations listed below:

Nous avons essayé de vous joindre à votre domicile, mais il n'y avait pas de réponse. Comme l'envoi était trop grand pour votre boîte aux lettres, nous l'avons laissé à un des endroits suivants:

Inside your storm door.

Entre vos deux portes d'entrée

Inside your enclosed porch.

Sur votre galerie fermée.

Other location (specify)

Autre endroit (précisez)



This will eliminate the need for you to travel to a retail postal outlet for pickup.

Nous vous évitons ainsi d'avoir à vous rendre à un comptoir postal pour prendre livraison de l'envoi.



