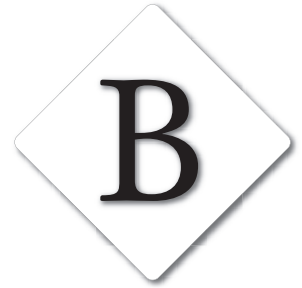


Printing Assignment II

Fax That To Me

- Finding specific information
- Entering information on simple form



Assignment Summary

In this assignment, the learner will

- locate specific information
- complete fax cover page.

Prior Knowledge

- **Essential Skills**
- **LBS Levels**
- Recognize standard format of local and toll free phone numbers
- Recognize standard format of e-mail and web addresses

Teaching Planning Notes

- Use *Allprint Ainsworth Associates Inc.* “Fax Cover Sheet”

With learner

- Teach/review vocabulary: Internet, web, e-mail, fax, toll-free
- Teach abbreviations used in e-mail and web addresses

Achievement Indicators

- Locates requested information
- Completes fax cover sheet, including it in the number count of pages sent
- Identifies learning on self-achievement chart

FOCUS ON LEARNING

ESSENTIAL SKILLS

	Complexity Levels				
	1	2	3	4	5
<i>Document Use</i>	■				
<i>Writing</i>	■				
<i>Numeracy</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>	■				
Numeracy					
<i>Number Sense and Computation</i>	■				
Self-Management and Self-Direction					
<i>Concentration and Memory</i>					
<i>Problem Solving</i>					
<i>Self-Assessment</i>					
<i>Thinking Skills</i>					
<i>Time Management and Organization</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

Developing Reading and Viewing Skills – Specific Expectations

Reading a Variety of Texts

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)

Fax That To Me! (cont'd.)

4. How can someone contact this company electronically?

- e-mail _____
- Internet _____

What do these abbreviations stand for?

- @ _____
- ca _____
- www _____

5. Now Amira fills in the client information.

- The fax is going to Cindy Szeker at Sun Life Insurance.
- Their fax number is 1-800-980-9474.
- Amira Khan has a 4-page brochure to send.
- It is July 16, 2006, at 11:45 a.m.



FAX COVER SHEET



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Fax: (519) 576-4599
E-mail: info@allprint.ca
Web: www.allprint.ca

To: _____

Company: _____

Fax: _____

From: _____ Date: _____

Time: _____ # of Pages _____ (including this one)

