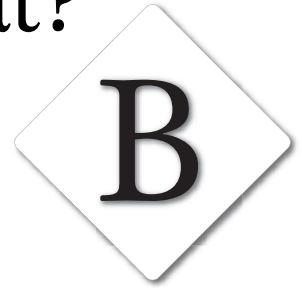


Retail Assignment I

How Would You Like That?

- Taking an order presented orally
- Completing special order form

**Assignment Summary**

In this assignment, the learner will

- interview a customer who is making a special order
- complete a special order form.

Prior Knowledge

- *Essential Skills*
- *LBS Levels*

Teaching Planning Notes

- Use “Special Order Form”

With learner

- Teach new vocabulary on form: e.g. chocolate, vanilla
- Teach how to read the form – looking at heading in box to shape question that must be asked
- Teach abbreviations: approx., "(inches)
- Review common fractions
- Teach Imperial measure – inches (1" – 24")

Achievement Indicators

- Asks questions of “customer” to get information needed to complete order form
- Demonstrates approximate size of cakes listed
- Identifies learning on self-achievement charts

FOCUS ON LEARNING**ESSENTIAL SKILLS**

	Complexity Levels				
	1	2	3	4	5
<i>Reading Text</i>	■				
<i>Document Use</i>	■				
<i>Writing</i>	■				
<i>Numeracy</i>	■				
<i>Oral Communication</i>	■				
<i>Thinking Skills</i>	■				
<i>Working with Others</i>					

LITERACY AND BASIC SKILLS

	LBS Levels				
	1	2	3	4	5
Communication					
<i>Read with Understanding</i>				■	
<i>Write Clearly</i>				■	
<i>Speak and Listen Effectively</i>				■	
Numeracy					
<i>Number Sense and Computation</i>				■	
<i>Measurement</i>				■	
<i>Solve Geometric Problems</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>					
<i>Time Management and Organization</i>					
<i>Working with Others</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)

How Would You Like That?

Rachel is a baker at a local grocery store. She often gets special cake orders. She must ask the customer questions and fill out a “Special Order Form” so that the cake will be exactly right.

- Ask a fellow learner to be your customer. The occasion can be a birthday, an anniversary, or a graduation.
- Ask questions to help you fill out the form.
- Show the customer how big the different cakes will be.
- Be sure to ask how many people need to be served.
- Do not choose “Image cake”, “Deco Pak” or “Photo Image”.





SPECIAL ORDER FORM

Customer Name:		Customer Phone #:			
Date Ordered		Date for Pickup		Time for Pick	
TYPE OF CAKE <small>(circle one)</small> Chocolate Vanilla		FLAVOUR OF ICING <small>(circle one)</small> Chocolate Vanilla		COLOUR OF TRIM <small>(circle one)</small> Pink, Yellow, Blue, Green, Other: _____	COLOUR OF FLOWERS <small>(circle one)</small> Pink, Yellow, Blue, Green, Other: _____
SIZE OF CAKE <small>(circle one)</small> 8" round serves 8 - 10 ½ slab (approx. 16" x 12") serves 20 - 30				¼ slab (approx. 8" x 12") serves 12 - 15 Full slab (approx. 16" x 24")	IMAGE CAKE <input checked="" type="checkbox"/> DECO PAK <input checked="" type="checkbox"/> PHOTO IMAGE <input checked="" type="checkbox"/>
MESSAGE TO BE WRITTEN ON TOP OF CAKE:				PRICE:	
OTHER SPECIAL INSTRUCTIONS:					
ORDER TAKEN BY:			CUSTOMER SIGNATURE:		

SPECIAL ORDER FORM

Customer Name:		Customer Phone #:			
Date Ordered		Date for Pickup		Time for Pick	
TYPE OF CAKE <small>(circle one)</small> Chocolate Vanilla		FLAVOUR OF ICING <small>(circle one)</small> Chocolate Vanilla		COLOUR OF TRIM <small>(circle one)</small> Pink, Yellow, Blue, Green, Other: _____	COLOUR OF FLOWERS <small>(circle one)</small> Pink, Yellow, Blue, Green, Other: _____
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