

Task-Based Activity



Extract Information from a Business Directory



OALCF Link

Relevant Goal Paths (Spirit-Vision):

✓	EMPLOYMENT
✓	INDEPENDENCE
✓	POSTSECONDARY
✓	SECONDARY SCHOOL CREDIT
✓	APPRENTICESHIP

Rationale:

Learners on the Employment, Independence, Postsecondary, Secondary School Credit and Apprenticeship Goal Paths will need to read a business directory to find contact information for specific people who may be helpful in furthering their goals.



Learning Plan Link (Heart- Feeling):

Sometimes there is no contact name listed on an ad for a position, be it for employment (or as a volunteer), training or schooling. Sending a resume or inquiry to the specific department heads may successfully influence the hiring decision. Mentioning these people by name shows that you have done your homework and really want that position.

Task-Based Activity Description:

In this task-based activity, the learner will read a business directory to extract contact information for specific people.



Competency, Task Group and Level Indicator: (Mind - Knowledge) LEVEL:

Find and Use Information			Communicate Ideas and Information				Understand and Use Numbers				Use Digital Technology	Manage Learning	Engage with Others
Read continuous text	Interpret documents	Extract info from films, broadcasts & presentations	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage data			
A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D	E	F
A1.1	A2.1 A2.2												

Materials Required

Question Sheet
Pen or pencil and eraser



Overview of Task (Body-Skills)

Activity Introduction

Discuss with the learner sometimes an advertisement for a job with a good company does not include a contact name. It often sets them apart from other applicants to do their homework and find the correct information. Ask them to do a search in the Question Sheet to see who should they send it to.

New Words/Phrases

Review the new words that are being introduced. Explain the meanings of the words to the learner. Not all new words are in the new word list. You may need to review additional words as the learner works through the activity.

Instructions

1. Have the learner fill in their name and the date on the learner sheet.
2. Have the learner complete the pre self-assessment.
3. Review the Learner Task Sheet with the learner.
4. When the learner has completed the activity, have him/her complete the post self-assessment.
5. After the learner has completed the task-based activity, complete the assessment

section and review the results with the learner.

6. Discuss next steps with the learner.

Extension Activities

Ask the learner to identify a few places nearby where they may want to apply for a position and to make notes about where they could find contact information, or a business directory for those companies.



Task-Based Activity: Extract Information from a Business Directory

Learner Name: _____ Date: _____

Pre self-assessment

I need to improve my skills at interpreting documents to locate specific details.

- Yes
- No

I need to improve my skills at interpreting simple documents to locate and connect information.

- Yes
- No

New Words

Resumé
Extension

Assessment

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Learner Name: _____ Date _____

Practitioner Name: _____

Performance Descriptors	Needs Work	Improving	Excellent
A1.1 Reads short texts to locate a single piece of information Follow simple, straightforward instructional texts			
A1.2 Scans text to locate information Locates multiple pieces of information in simple texts Makes low-level inferences			
A2.1 Scans to locate specific details			

The learner needs to work on the following:

This task was successfully completed ___ This task needs to be tried again ___

Practitioner Comments:

Learner Comments:

Question Sheet - Extract Information from a Business Directory:

Recently, you saw a newspaper advertisement for a job opening at one of the largest employers in your area. You would like to send in your resumé to apply for the job. Your employment counsellor taught you to do research to help your resumé stand out when you apply for jobs.

Even though there was no contact name listed on the job ad, you would like to send it to the specific department heads that may influence the hiring decision. Mentioning these people by name shows that you have done your homework and are familiar with the company.

TASK:

Use the business directory to find contact information for the required people and answer the questions.

First Name	Last Name	Title	Extension	Email address
Janet	Roulette	Team Leader – Cutting	229	janetr@bmcquilting.com
Andrea	Barclay	Human Resources Manager	267	Andrea@bmcquilting.com
Thomas	Crawford	Office Manager	242	tcrawford@bmcquilting.com
Julian	Erickson	Administrative Assistant	273	Julian@bmcquilting.com
Nancy	Hanson	Team Leader – Assembly	248	nhanson@bmcquilting.com
Erin	Keeshig	Team Leader – Sewing	289	ekeeshig@bmcquilting.com
Amber	Merriman	Receptionist	208	amerriman@bmcquilting.com
Jennifer	Norquay	Communications Manager	294	jennifern@bmcquilting.com
Selena	Oakgrove	Executive Director, Operations	201	soakgrove@bmcquilting.com
Sonja	Roote	Floor Manager – Days	212	sroote@bmcquilting.com
Vern	Whitecloud	Floor Manager – Evenings	213	whitecloud@bmcquilting.com
Jack	Vanoss	Bookkeeper	262	jvanoss@bmcquilting.com

1. Who is the Team Leader in the Assembly Department?

2. What is Erin Keeshig's email address?

3. What is Sonja Roote's job title?

4. Who is the Human Resources Manager?

5. What is the email address of the Executive Director of Operations?

6. What is Janet Roullette's telephone extension?

7. What three email addresses do you need to contact all of the [team leaders](#)?

Post self-assessment

I think my skills have improved as a result of this activity.

- Yes
- No

Answer Key

1. Nancy Hanson
2. ekeeshig@bmcquilting.com
3. Floor Manager, Days
4. Andrea Barclay
5. soakgrove@bmcquilting.com
6. 229
7. Nhanson@bmcquilting.com, ekeeshig@bmcquilting.com, janetr@bmcquilting.com