

Retail Curriculum

Literacy Link Eastern Ontario (LLEO) has reviewed and endeavoured to identify all relative OALCF competencies for each of the activities within the Retail curriculum. For each competency identified, a minimum of two performance descriptors have been indicated. These descriptors provide the rationale for the competency. The milestones and culminating tasks have not been included, since milestones are based on a learner's goal path and the curricula can be used for different goal paths.

Many agencies use curricula in a variety of ways, therefore, we have provided two additional charts for quick reference, one based on activity and one based on modules. This document contains the breakdown by activity for detailed information.

Modules for Retail

Personal Plan

What Does it Mean to be a Retail Associate?

Customer Service

Store Procedures

Tools of the Trade

Your Rights

Retail Math

LLEO has provided the OALCF competency for each of the units within the Retail curriculum. For each competency that has been identified the performance descriptors have been indicated. These descriptors provide the rationale for the competency.

Personal Plan Module

Unit: Personal Plan - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
A2.1	Scans to locate specific details Interprets brief text and common symbols
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
E1	Begins to identify barriers to achieving goals Identifies steps required to achieve goals Sets short-term goals

Unit: Personal Plan - Learning Activity 2

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
-------------	--

What Does it Mean to be a Retail Associate Module

Unit: Introduction - Learning Activity 1

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Selects and uses vocabulary, tone and structure appropriate to the task

Unit: Overview of the World of Retail - Learning Activity 2

A1.1	Reads short texts to locate a single piece of information Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts
A2.2	Extracts information from tables and forms Makes low-level inferences Makes connections between parts of documents Performs limited searches using one or two search criteria Uses layout to locate information
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D1	Begins to perform simple searches (e.g. Internet, software help menu)
D2	Selects and follows appropriate steps to complete tasks

Unit: Overview of the World of Retail - Learning Activity 3

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A1.2	Locates multiple pieces of information in simple texts Makes low-level inferences
A2.2	Extracts information from tables and forms Uses layout to locate information Makes low-level inferences Performs limited searches using one or two search criteria
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Overview of the World of Retail - Learning Activity 4

A1.1	Reads short texts to locate a single piece of information Decodes words and makes meaning of sentences in a single text
A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B2.1	Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Overview of the World of Retail - Learning Activity 5

A2.1	Locates specific details in simple documents, such as labels and signs Interprets brief texts and common symbols
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Selects and uses vocabulary, tone, and structure appropriate to the task
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Overview of the World of Retail - Learning Activity 6

A2.1	Locates specific details in simple documents, such as labels and signs Interprets brief texts and common symbols
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Attitude and Appearance - Learning Activity 7

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
A2.2	Extracts information from tables and forms Uses layout to locate information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.2	Follows instructions on documents Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and compares quantities of items

Unit: Attitude and Appearance - Learning Activity 8

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information

Unit: Attitude and Appearance - Learning Activity 9

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
A2.2	Extracts information from tables and forms Uses layout to locate information

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.2	Follows instructions on documents Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and compares quantities of items

Unit: Attitude and Appearance - Learning Activity 10

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Attitude and Appearance - Learning Activity 11

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Uses layout to determine where to make entries

Unit: Team Work - Learning Activity 12

B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information

Unit: Team Work - Learning Activity 13

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Uses layout to determine where to make entries

Unit: Team Work - Learning Activity 14

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
E1	Identifies steps required to achieve goals Begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)

Unit: Team Work - Learning Activity 15

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Rephrases to confirm or increase understanding
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Organizes and sequences writing to communicate effectively
F	Understand one's role: seeks clarification as required Recognizes roles of others Accepts one's share of responsibilities

Unit: Team Work - Learning Activity 16

A1.1	Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and sign
B1.2	Uses strategies to maintain communication, such as encouraging responses from others and asking questions Rephrases to confirm or increase understanding Speaks or signs clearly in a focused and organized way
B2.1	Writes simple texts to request, remind or inform Conveys simple ideas and factual information-
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to sequence writing with some attention to organizing principles (e.g. time, importance)

Unit: Team Work - Learning Activity 17

A1.1	Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts
A2.1	Scans to locate specific details Interprets brief text and common symbols
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) Uses labels and headings to organize content

Unit: Team Work - Learning Activity 18

A2.1	Scans to locate specific details Interprets brief text and common symbols
A1.1	Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Team Work - Learning Activity 19

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Identifies the main idea in brief texts
B1.1	Participates in short, simple exchanges Chooses appropriate language in exchanges with clearly defined purposes
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Communication Skills - Learning Activity 20

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Communication Skills - Learning Activity 21

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Communication Skills - Learning Activity 22

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audience

Unit: Communication Skills - Learning Activity 23

A2.1	Scans to locate specific details Interprets brief text and common symbols
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Customer Service Module

Unit: Commitment to Customer Service, Part 1 - Learning Activity 1

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
------	--

Unit: Commitment to Customer Service, Part 1 - Learning Activity 2

B1.1	Conveys information on familiar topics Shows an awareness of factors such as social, linguistic, and cultural differences that affect interactions in brief exchanges with others
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Commitment to Customer Service, Part 1 - Learning Activity 3

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.1	Interprets brief text and common symbols Scans to locate specific details
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	Follows instructions on documents Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Commitment to Customer Service, Part 1 - Learning Activity 4

B1.1	Conveys information on familiar topics Participates in short, simple exchanges
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Commitment to Customer Service, Part 1 - Learning Activity 5

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Begins to make some inferences to decide what information is needed, where and how to enter the information Uses layout to determine where to make entries

Unit: Commitment to Customer Service, Part 1 - Learning Activity 6

A2.1	Scans to locate specific details Interprets brief text and common symbols
B1.1	Conveys information on familiar topics Speaks or signs clearly in a focused and organized way
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary Follows instructions on documents
E1	Identifies steps required to achieve goals Begins to monitor own learning

Unit: Commitment to Customer Service, Part 1 - Learning Activity 7

B1.1	Conveys information on familiar topics Shows an awareness of factors such as social, linguistic, and cultural differences that affect interactions in brief exchanges with others
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Commitment to Customer Service, Part 1 - Learning Activity 8

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A1.2	Locates multiple pieces of information in simple texts Follows the main events of descriptive, narrative, and informational texts Scans text to locate information
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional simple sources, such as a list Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Commitment to Customer Service, Part 2- Learning Activity 9

A2.1	Interprets brief text and common symbols Scans to locate specific details.
A2.2	Uses layout to locate information Makes low-level inferences
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	Makes entries using a limited range of vocabulary Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Commitment to Customer Service, Part 2- Learning Activity 10

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Makes connections between sentences and between paragraphs in single text Follows the main events of descriptive, narrative, and informational text
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Selects and uses vocabulary, tone, and structure appropriate to the task
B3.2	Makes entries using a limited range of vocabulary Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Commitment to Customer Service, Part 2- Learning Activity 11

A1.2	Begins to identify sources and evaluate information Extracts information from table or forms
A2.2	Scans to locate specific details Interprets brief text and common symbols
B2.2	Writes texts to explain or describe Uses limited range of vocabulary and punctuation appropriate to the task

Unit: Commitment to Customer Service, Part 2 - Learning Activity 12

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Identifies the main idea in brief texts
A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.2	Writes texts to explain or describe Uses limited range of vocabulary and punctuation appropriate to the task Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Selects and uses vocabulary, tone, and structure appropriate to the task
B3.1	Makes a direct match between what is requested and what is entered

Unit: Commitment to Customer Service, Part 2 - Learning Activity 13

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Telephone Service - Learning Activity 14

A1.2	Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.1	Scans to locate specific details Interprets brief text and common symbols
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Telephone Service - Learning Activity 15

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.1	Writes simple texts to request, remind or inform Uses sentence structure, upper and lowercase, and basic punctuation
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Telephone Service - Learning Activity 16

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.1	Scans to locate specific details Interprets brief text and common symbols
B1.2	Demonstrates some ability to use tone appropriately Uses strategies to maintain communication, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way Rephrases to confirm or increase understanding
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C2.1	Understands and uses common date formats Represents dates and times using standard conventions

Unit: Telephone Service - Learning Activity 17

A1.1	Reads short texts to locate a single piece of information Identifies the main idea in brief texts
A2.1	Scans to locate specific details Interprets brief text and common symbols
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Telephone Service - Learning Activity 18

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
------	--

Unit: Telephone Service - Learning Activity 19

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: The Upset Customer - Learning Activity 20

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts.
A2.1	Scans to locate specific details Interprets brief text and common symbols
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: The Upset Customer - Learning Activity 21

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Identifies the main idea in brief texts
A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences
A2.1	Scans to locate specific details Interprets brief text and common symbols
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: The Upset Customer - Learning Activity 22

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Identifies the main idea in brief texts
A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences Locates multiple pieces of information in simple texts
A2.1	Scans to locate specific details Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
A2.2	Makes connections between parts of documents Makes low-level inferences Extracts information from tables and forms Uses layout to locate information
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Store Procedures Modules

Unit: Common Work Tasks - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A1.2	Scans text to locate information Locates multiple pieces of information in simple texts Obtains information from detailed reading
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs Interprets brief text and common symbols
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information Makes connections between parts of documents
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
C1.2	Calculates percentages Chooses and performs required operation(s)
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Common Work Tasks - Learning Activity 2

A1.1	Identifies the main idea in brief texts Reads short texts to locate a single piece of information
A2.1	Scans to locate specific details Interprets brief text and common symbols
A2.2	Extracts information from tables and forms Makes connections between parts of documents
B2.2	Writes texts to explain or describe Begins to select words and tone appropriate to the task
B2.3	Selects and uses vocabulary, tone, and structure appropriate to the task Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade
E1	Identifies steps required to achieve goals Begins to identify barriers to achieving goals

Unit: Common Work Tasks - Learning Activity 3

A2.2	Extracts information from tables and forms Uses layout to locate information Makes connections between parts of documents
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Identifies and performs required operation Adds, subtracts, multiplies, and divides whole numbers and decimals
C4.1	Identifies and compares quantities of items Interprets simple, common probabilities, such as the chance of precipitation from a weather forecast

Unit: Store Maintenance - Learning Activity 4

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
------	--

Unit: Store Maintenance - Learning Activity 5

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.2	Extracts information from tables and forms Uses layout to locate information
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information

Unit: Store Maintenance - Learning Activity 6

A1.1	Identifies the main idea in brief texts Reads short texts to locate a single piece of information
B3.2	Identifies parts of documents using titles, row and column headings, and labels Displays one or two categories of information Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)

Unit: Schedule, Payroll, and Other Forms - Learning Activity 7

A2.2	Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C2.1	Identifies and performs required operation Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Understands chronological order
C2.2	Chooses and performs required operation(s); may make inferences to identify required operation(s) Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages Interprets and applies rates (e.g. \$/hr, km/hr, cooking time/pound)

Unit: Schedule, Payroll, and Other Forms - Learning Activity 8

A2.2	Extracts information from tables and forms Uses layout to locate information
A2.3	Identifies sources, evaluates and integrates information Integrates several pieces of information from documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C2.2	Chooses and performs required operation(s); may make inferences to identify required operation(s) Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages
C4.1	Recognizes values in number and word format Identifies and compares quantities of items

Unit: Schedule, Payroll, and Other Forms - Learning Activity 9

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
A2.2	Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C2.1	Represents dates and times using standard conventions Follows apparent steps to reach solutions
C4.1	Recognizes values in number and word format Adds, subtracts, multiplies, and divides whole numbers and decimals

Unit: Schedule, Payroll, and Other Forms - Learning Activity 10

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format
D1	Follows apparent steps to complete tasks Interprets brief text and icons

Unit: Schedule, Payroll, and Other Forms - Learning Activity 11

A1.1	Reads short texts to locate a single piece of information Identifies the main idea in brief texts
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Uses labels and headings to organize content
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and performs required operation
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Chooses and performs required operation(s)
D1	Follows apparent steps to complete tasks Interprets brief text and icons

Unit: Schedule, Payroll, and Other Forms - Learning Activity 12

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and performs required operation
D1	Follows apparent steps to complete tasks Interprets brief text and icons

Unit: Schedule, Payroll, and Other Forms - Learning Activity 13

A2.2	Extracts information from tables and forms Uses layout to locate information
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C1.2	Chooses and performs required operation(s) Selects appropriate steps to reach solutions
D1	Follows apparent steps to complete tasks Interprets brief text and icons

Unit: Schedule, Payroll, and Other Forms - Learning Activity 14

A2.2	Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Chooses and performs required operation(s)

Tools of the Trade Module

Unit: Introduction - Learning Activity 1

A2.2	Performs limited searches using one or two search criteria Uses layout to locate information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries

Unit: Introduction - Learning Activity 2

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts
A2.2	Extracts information from tables and forms Makes low-level inferences
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Calculators - Learning Activity 3

A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Recognizes simple patterns Interprets and represents values using whole numbers, decimals, percentages, and simple, common fractions (e.g. 1/2, 1/4)
D1	Interprets brief text and icons Follows apparent steps to complete tasks Follows simple prompts

Unit: Calculators - Learning Activity 4

B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format
D1	Follows simple prompts Follows apparent steps to complete tasks

Unit: Calculators - Learning Activity 5

A1.2	Scans to locate information Locates multiple pieces of information in simple texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals
C4.1	Recognizes values in number and word format Recognizes simple patterns Interprets and represents values using whole numbers, decimals, percentages, and simple, common fractions (e.g. 1/2, 1/4)
D1	Interprets brief text and icons Follows apparent steps to complete tasks

Unit: Calculators - Learning Activity 6

A1.2	Scans to locate information Locates multiple pieces of information in simple texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
C1.2	Chooses and performs required operation(s) Selects appropriate steps to reach solutions Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
C4.1	Recognizes values in number and word format Adds, subtracts, multiplies, and divides whole numbers and decimals
D1	Interprets brief text and icons Follows apparent steps to complete tasks

Unit: Calculators - Learning Activity 7

A1.2	Scans to locate information Locates multiple pieces of information in simple texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) Interprets and represents costs using monetary symbols and decimals
C1.2	Selects appropriate steps to reach solutions Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
C2.2	Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages. Interprets and applies rates (e.g. \$/hr, km/hr, cooking time/pound)
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Uses strategies to check for accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Uses strategies to check for accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
D1	Interprets brief text and icons Follows apparent steps to complete tasks

Unit: Calculators - Learning Activity 8

A1.2	Scans to locate information Locates multiple pieces of information in simple texts
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Recognizes values in number and word format Uses strategies to check for accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)
D1	Interprets brief text and icons Follows apparent steps to complete tasks

Unit: Calculators - Learning Activity 9

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts
A1.2	Scans to locate information Locates multiple pieces of information in simple texts
A2.2	Extracts information from tables and forms Makes connections between parts of documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C1.2	Chooses and performs required operation(s) Selects appropriate steps to reach solutions Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers
C2.2	Chooses and performs required operation(s); may make inferences to identify required operation(s) Selects appropriate steps to reach solutions Calculates using numbers expressed as whole numbers, fractions, decimals, and percentages
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Calculates averages (mean) and percentages Chooses and performs required operation(s); may make inferences to identify required operation(s)
D1	Interprets brief text and icons Follows apparent steps to complete tasks
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Calculators - Learning Activity 10

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals
C4.1	Recognizes values in number and word format Interprets and represents values using whole numbers, decimals, percentages, and simple common fractions (e.g. $\frac{1}{2}$ $\frac{1}{4}$)

Unit: Calculators - Learning Activity 11

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C4.2	Interprets, represents, and converts values using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) Selects appropriate steps to solutions

Unit: Cash Registers - Learning Activity 12

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B2.2	Writes texts to explain or describe Begins to sequence writing with some attention to organizing principles (e.g. time, importance)

Unit: Cash Registers - Learning Activity 13

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
------	--

Unit: Computer Basics - Learning Activity 14

A1.2	Reads more complex texts to locate a single piece of information Obtains information from detailed reading
A2.2	Uses layout to locate information Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Computer Basics - Learning Activity 15

A2.2	Uses layout to locate information Makes low-level inferences Makes connections between parts of documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Computer Basics - Learning Activity 16

A1.2	Reads more complex texts to locate a single piece of information Obtains information from detailed reading
A2.2	Uses layout to locate information Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Computer Basics - Learning Activity 17

A2.1	Scans to locate specific details Interprets brief text and common symbols
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Computer Basics - Learning Activity 18

A1.2	Reads more complex texts to locate a single piece of information Obtains information from detailed reading
A2.2	Uses layout to locate information Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Computer Basics - Learning Activity 19

A1.1	Follows simple, straightforward instructional texts Identifies the main idea in brief texts
B1.2	Speaks or signs clearly in a focused and organized way Demonstrates some ability to use tone appropriately
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks

Unit: Computer Basics - Learning Activity 20

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B1.2	Speaks or signs clearly in a focused and organized way Demonstrates some ability to use tone appropriately
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks

Unit: Computer Basics - Learning Activity 21

A1.2	Reads more complex texts to locate a single piece of information Obtains information from detailed reading
A2.2	Uses layout to locate information Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries

Your Rights Module

Unit: Your Rights - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately

Unit: Your Rights - Learning Activity 2

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.2	Performs limited searches using one or two search criteria Makes connections between parts of documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 3

A1.3	Uses organizational features, such as headings, to locate information
A2.3	Uses layout to locate information Identifies the purpose and relevance of documents
B1.1	Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Your Rights - Learning Activity 4

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.2	Performs limited searches using one or two search criteria Makes connections between parts of documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Chooses and performs required operation(s) Selects appropriate steps to reach solutions

Unit: Your Rights - Learning Activity 5

A1.2	Scans text to locate information Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 6

B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information

Unit: Your Rights - Learning Activity 7

A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences
A2.2	Performs limited searches using one or two search criteria Makes connections between parts of documents
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 8

A1.2	Scans text to locate information Makes low-level inferences
B1.1	Participates in short, simple exchanges Chooses appropriate language in exchanges with clearly defined purposes
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 9

A1.3	Follows the main events of descriptive, narrative, informational, and persuasive texts Infers meaning which is not explicit in texts
A2.1	Scans to locate specific details Interprets brief text and common symbols
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 10

A1.2	Scans text to locate information Makes low-level inferences
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Your Rights - Learning Activity 11

A1.2	Scans text to locate information Locates multiple pieces of information in simple texts
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Your Rights - Learning Activity 12

A1.2	Reads more complex texts to locate a single piece of information Makes low-level inferences Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps
B1.1	Chooses appropriate language in exchanges with clearly defined purposes Participates in short, simple exchanges
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Your Rights - Learning Activity 13

A1.2	Obtains information from detailed reading Makes connections between sentences and between paragraphs in a single text
A2.2	Uses layout to locate information Makes connections between parts of documents
B1.2	Speaks or signs clearly in a focused and organized way Demonstrates some ability to use tone appropriately
D2	Selects and follows appropriate steps to complete tasks Makes low-level inferences to interpret icons and text

Retail Math Module

Unit: Money Math - Learning Activity 1

A2.1	Scans to locate specific details Interprets brief text and common symbols
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and performs required operation

Unit: Money Math - Learning Activity 2

B3.2	Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
C1.2	Selects appropriate steps to reach solutions Interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. 1/2, 1/4)

Unit: Money Math - Learning Activity 3

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands numerical order

Unit: Money Math - Learning Activity 4

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands numerical order

Unit: Money Math - Learning Activity 5

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Understands numerical order

Unit: Money Math - Learning Activity 6

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals

Unit: Money Math - Learning Activity 7

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals

Unit: Money Math - Learning Activity 8

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals

Unit: Money Math - Learning Activity 9

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Recognizes values in number and word format Interprets and represents costs using monetary symbols and decimals

Unit: Money Math - Learning Activity 10

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C4.1	Identifies and compares quantities of items Understands numerical order Recognizes simple patterns Interprets and represents values using whole numbers, decimals, percentages, and simple, common fractions (e.g. 1/2, 1/4)

Unit: Money Math - Learning Activity 11

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C4.1	Identifies and compares quantities of items Understands numerical order

Unit: Money Math - Learning Activity 12

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.1	Rounds to the nearest dollar Interprets and represents costs using monetary symbols and decimals

Unit: Money Math - Learning Activity 13

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Interprets, represents, and converts values using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. 1/2, 1/4)

Unit: Money Math - Learning Activity 14

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Calculates percentages
D1	Follows apparent steps to complete tasks Locates specific functions and information

Unit: Money Math - Learning Activity 15

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information
A2.2	Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Calculates percentages
D1	Follows apparent steps to complete tasks Locates specific functions and information

Unit: Money Math - Learning Activity 16

A1.2	Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Extracts information from tables and forms Uses layout to locate information
A2.3	Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks Uses layout to locate information
B3.2	May draw on additional simple sources, such as a list Begins to make some inferences to decide what information is needed, where and how to enter the information Uses layout to determine where to make entries
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands

Unit: Money Math - Learning Activity 17

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Interprets and applies rates (e.g. \$/kg, \$/l)

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 18

A1.2	Follows the main events of descriptive, narrative, and informational texts Obtains information from detailed reading
A2.2	Makes connections between parts of documents Makes low-level inferences
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 19

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Selects appropriate steps to reach solutions

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 20

A2.2	Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Selects appropriate steps to reach solutions
D1	Follows apparent steps to complete tasks Locates specific functions and information

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 21

A2.2	Extracts information from tables and forms Uses layout to locate information Makes connections between parts of documents
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Selects appropriate steps to reach solutions

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 22

A1.2	Locates multiple pieces of information in simple texts Scans text to locate information
A2.2	Uses layout to locate information Makes connections between parts of documents
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Cash, Cheques, Credit and Debit Cards - Learning Activity 23

A1.2	Scans text to locate information Makes low-level inferences Obtains information from detailed reading
A2.1	Interprets brief text and common symbols Locates specific details in simple documents, such as labels and signs
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary