II. Reproducing Information

- Understand simple to moderately complex directions and instructions for generally familiar and relevant procedures.

Task   Listen to a voicemail to write a message.

Tool   Checklist

This example is based on the theme of Employment, but could be adapted for a unit on Education (e.g., a voicemail from a child's school).

1. Review strategies for listening to voicemail messages and conventions for writing messages, including how they can and should be laid out.

2. Ss listen to voicemail recordings for/from various people and in various situations. Allow the Ss to listen to the messages 1-2 times depending on the length of the message and whether Ss request it.

3. Ss write a phone message based on the voicemail, including who it is for, who it is from, the date and time, and the reason for the call with the return phone number.

4. Using a checklist, evaluate how well and clearly Ss were able to record the information.

5. Distribute completed checklists to Ss.

LINC 2   Name: _____Edgar_____   Date: _____Dec.17ᵗʰ_____

CLB: Writing 5-II Reproducing Information **Task:** Listen to a voicemail to write a message

Achieved task:		Yes	Almost	Not Yet
Included these details:				

➢ Caller's name	✓	➢ Date	✓
➢ Phone number	✓	➢ Time	
➢ Who message is for		➢ Reason for call	

Comments: *You're missing some information. Did you forget to write down all the information, or can't you hear/understand what the caller said?*

LINC 2   Name: _____   Date: _____

CLB: Writing 5-II Reproducing Information **Task**: Listen to a voicemail to write a message

Achieved task:			**Yes**	**Almost**	**Not Yet**

Included these details:

➢ Caller's name		➢ Date	
➢ Phone number		➢ Time	
➢ Who message is for		➢ Reason for call	

Comments:

LINC 2   Name: _____   Date: _____

CLB: Writing 5-II Reproducing Information **Task**: Listen to a voicemail to write a message

Achieved task:			**Yes**	**Almost**	**Not Yet**

Included these details:

➢ Caller's name		➢ Date	
➢ Phone number		➢ Time	
➢ Who message is for		➢ Reason for call	

Comments:

LINC 2   Name: _____   Date: _____

CLB: Writing 5-II Reproducing Information **Task**: Listen to a voicemail to write a message

Achieved task:			**Yes**	**Almost**	**Not Yet**

Included these details:

➢ Caller's name		➢ Date	
➢ Phone number		➢ Time	
➢ Who message is for		➢ Reason for call	

Comments: