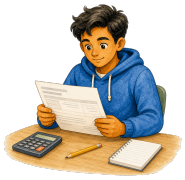
ANSWER GUIDE

Equivalent responses accepted

Read a Task Handover - Level 2

Level 2: integrate a status note and priority



Nico starts a volunteer shift at a community room. The previous volunteer left this note. Do only the tasks that are still needed, in the stated order.

Already finished	Tables wiped; pencils sorted.
Still needed	Put out 6 chairs; set out 6 notebooks.
Do first	Put out the chairs before setting out notebooks.
If supplies are missing	Tell the shift leader what is missing.

Sample answers below. Accept equivalent wording and supported communication.

1. Name one task that is already finished.

Tables wiped OR pencils sorted.

2. What should Nico do first?

Put out 6 chairs.

3. What task follows the chairs?

Set out 6 notebooks.

4. Only 4 notebooks are available. Write a report to the leader.

Example: We need 6 notebooks but have 4. We are missing 2.