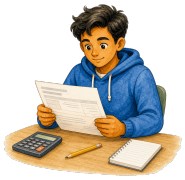
Name _____ Date _____

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.

Read the information. Write, say, point to, or dictate your answers. A calculator may be used.

1. Name one task that is already finished.

2. What should Nico do first?

3. What task follows the chairs?

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