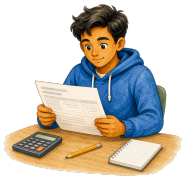
Name _____ Date _____

# 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?**

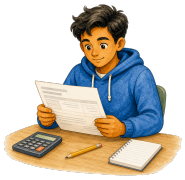
**4. Only 4 notebooks are available. Write a report to the leader.**

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.