

OALCF Relation for Small Business Savvy

Topic Title: Questioning Skills

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Questioning Skills

Activity Description:

Brainstorm questions using information from related article

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B2.3: Write longer texts to present information, ideas and opinions</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Reads short texts to locate a single piece of information ● Follows the sequence of events in straightforward chronological texts ● Follows simple, straightforward instructional texts ● Identifies the main idea in brief texts 			
A2.1	<ul style="list-style-type: none"> ● Scans to locate specific details ● Interprets brief text and common symbols ● Locates specific details in simple documents, such as labels and signs 			

	<ul style="list-style-type: none">● Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
B2.3	<ul style="list-style-type: none">● 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● Selects and uses vocabulary, tone, and structure appropriate to the task● Organizes and sequences writing to communicate effectively● Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details			

OALCF Relation for Small Business Savvy

Topic Title: Body Language

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Body Language

Activity Description:

Interpret and explain the meaning of photos

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2.: Write continuous text B3: Complete and create documents</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details A2.1: Interpret documents B2.1: Write brief texts to convey simple ideas and factual information B3.1a: Make straightforward entries to very simple documents</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Locates specific details in simple documents, such as labels and signs 			
B2.1	<ul style="list-style-type: none"> ● Writes simple texts to request, remind or inform ● Conveys simple ideas and factual information ● Uses sentence structure, upper and lower case, and basic punctuation ● Uses highly familiar vocabulary 			
B3.1a	<ul style="list-style-type: none"> ● Makes a direct match between what is requested and what is entered ● Makes entries using familiar vocabulary 			

OALCF Relation for Small Business Savvy

Topic Title: Negotiating

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Negotiating

Activity Description:

Read a provided extract from a document and answer related questions

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information B2.2: Write texts to explain and describe information and ideas</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Locates multiple pieces of information in simple texts ● Makes low-level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading ● Begins to identify sources and evaluate information 			
B2.2	<ul style="list-style-type: none"> ● 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) 			

	<ul style="list-style-type: none">● Uses a limited range of vocabulary and punctuation appropriate to the task● Begins to select words and tone appropriate to the task● Begins to organize writing to communicate effectively			
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OALCF Relation for Small Business Savvy

Activity Title: Negotiating 2

Activity Description:

Write a description of response to a case study using information from provided article

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B2: Write continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details B2.3: Write longer texts to present information, ideas and opinions</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B2.3	<ul style="list-style-type: none"> ● 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 			

	<ul style="list-style-type: none">● Selects and uses vocabulary, tone, and structure appropriate to the task● Organizes and sequences writing to communicate effectively● Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details			
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OALCF Relation for Small Business Savvy

Topic Title: Cold Calling

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Cold Calling

Activity Description:

Answer questions related to the previous article or prior knowledge

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.2: Write texts to explain and describe information and ideas</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● 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 ● Identifies the main idea in brief texts 			
B2.2	<ul style="list-style-type: none"> ● 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) ● Connects ideas using paragraph structure ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			

OALCF Relation for Small Business Savvy

Activity Title: Cold Calling 2

Activity Description:

Brainstorm key terms, Complete an internet search to find information about the topic, Use information to complete a chart and list

<p>Competency A: Find and use information B: Communicate ideas and information D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text B3: Complete and create documents D2: Use digital technology</p>
<p>Level Indicators A1.3: Read longer texts to connect, evaluate and integrate ideas and information B3.3a: Decide what, where and how to enter information in somewhat complex documents D2: Perform well-defined, multi-step digital tasks</p>	<p>Materials Required Small Business Savvy Pen/Pencil Computer with internet access</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.3	<ul style="list-style-type: none"> ● Integrates several pieces of information from texts ● Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks ● Identifies the purpose and relevance of texts ● Skims to get the gist of longer texts ● Begins to recognize bias and points of view in texts ● Compares or contrasts information between two or more texts ● Uses organizational features, such as headings, to locate information ● Follows the main events of descriptive, narrative, informational, and persuasive texts 			

	<ul style="list-style-type: none"> ● Obtains information from detailed reading ● Identifies sources, evaluates and integrates information 			
B3.3a	<ul style="list-style-type: none"> ● Draws from multiple sources as required (e.g. other documents and texts) ● Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete the task ● Uses layout to determine where to make entries ● Makes inferences to decide what, where, and how to enter information 			
D2	<ul style="list-style-type: none"> ● Selects and follows appropriate steps to complete tasks ● Locates and recognizes functions and commands ● Makes low-level inferences to interpret icons and text ● Begins to identify sources and evaluate information ● Performs simple searches using keywords (e.g. Internet, software help menu) 			

OALCF Relation for Small Business Savvy

Topic Title: Accessible Service

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.3: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.3	<ul style="list-style-type: none"> ● Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks ● Identifies the purpose and relevance of texts ● Skims to get the gist of longer texts ● Uses organizational features, such as headings, to locate information ● Follows the main events of descriptive, narrative, informational, and persuasive texts ● Obtains information from detailed reading ● Identifies sources, evaluates and integrates information 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Accessible Service

Activity Description:

Use a referenced document from the internet to answer questions and apply concepts to own experience

<p>Competency A: Find and use information B: Communicate ideas and information D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D1: Perform simple digital tasks according to set procedure</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B2.2: Writes text to explain and describe information and ideas B3.2a: Use layout to determine where to make entries in simple documents D1: Perform simple digital tasks according to set procedure</p>	<p>Materials Required Small Business Savvy Pen/Pencil Computer with internet access</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Locates multiple pieces of information in simple texts ● Makes low-level inferences ● Follows the main events of descriptive, narrative, and 			

	<p>informational texts</p> <ul style="list-style-type: none"> ● Begins to identify sources and evaluate information 			
A2.2	<ul style="list-style-type: none"> ● Performs limited searches using one or two search criteria ● Extracts information from tables and forms ● Uses layout to locate information ● Makes connections between parts of documents ● Makes low-level inferences ● Begins to identify sources and evaluate information 			
B2.2	<ul style="list-style-type: none"> ● Writes texts to explain or describe ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			
B3.2	<ul style="list-style-type: none"> ● 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 ● Follows instructions on documents 			
D1	<ul style="list-style-type: none"> ● Follows simple prompts ● Follows apparent steps to complete tasks ● Locates specific functions and information 			

OALCF Relation for Small Business Savvy

Topic Title: Networking

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Don't be a shark

Activity Description:

Develop questions related to topic of previous article

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.2: Write texts to explain and describe information and ideas</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
B2.2	<ul style="list-style-type: none"> ● 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 ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			

OALCF Relation for Small Business Savvy

Topic Title: Personal Branding

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Personal Branding

Activity Description:

Write a series of information pieces to help create a personal brand

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.3: Write longer texts to present information, ideas and opinions</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
B2.3	<ul style="list-style-type: none"> ● 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 ● Selects and uses vocabulary, tone, and structure appropriate to the task ● Organizes and sequences writing to communicate effectively ● Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details 			

OALCF Relation for Small Business Savvy

Topic Title: Business Cards

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Create a card – Option A

Activity Description:

Create a business card using Microsoft Word

<p>Competency A: Find and use information B: Communicate ideas and information D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text B3: Complete and create documents D2: Use digital technology</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information B3.2b: Create simple documents to sort, display and organize information D2: Perform well-defined, multi-step digital tasks</p>	<p>Materials Required Small Business Savvy Computer with Microsoft Word</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Locates multiple pieces of information in simple texts ● Obtains information from detailed reading 			
B3.2b	<ul style="list-style-type: none"> ● Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists) ● Identifies parts of documents using titles, row and column headings, and labels 			
D2	<ul style="list-style-type: none"> ● Selects and follows appropriate steps to complete tasks ● Locates and recognizes functions and commands ● Makes low-level inferences to interpret icons and text 			

OALCF Relation for Small Business Savvy

Activity Title: Create a card – Option B

Activity Description:

Contact local businesses to receive quotes to have cards printed

<p>Competency A: Find and use information B: Communicate ideas and information C: Understand and use numbers D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B1: Interact with others B3: Complete and create documents C1: Manage money D2: Use digital technology</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details B1.1: Participate in brief interactions to exchange information with one other person B3.2a: Use layout to determine where to make entries in simple documents C1.1: Compare costs and make simple calculations D2: Perform well-defined, multi-step digital tasks</p>	<p>Materials Required Small Business Savvy Computer with internet</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Follows the main events of descriptive, narrative, and informational texts 			

A2.1	<ul style="list-style-type: none"> ● Scans to locate specific details ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B1.1	<ul style="list-style-type: none"> ● Chooses appropriate language in exchanges with clearly defined purposes ● Participates in short, simple exchanges ● Gives short, straightforward instructions or directions ● Speaks or signs clearly in a focused and organized way ● Repeats or questions to confirm understanding 			
B3.2a	<ul style="list-style-type: none"> ● 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 ● Follows instructions on documents 			
C1.1	<ul style="list-style-type: none"> ● Recognizes values in number and word format 			
D2	<ul style="list-style-type: none"> ● Selects and follows appropriate steps to complete tasks ● Locates and recognizes functions and commands ● Makes low-level inferences to interpret icons and text ● Begins to identify sources and evaluate information ● Performs simple searches using keywords (e.g. Internet, software help menu) 			

OALCF Relation for Small Business Savvy

Topic Title: Sales Presentations

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Create a PowerPoint sales presentation

Activity Description:

Create a PowerPoint presentation to explain the business to a general audience

<p>Competency A: Find and use information B: Communicate ideas and information D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text D2: Use digital technology</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information B2.2: Write texts to explain and describe information and ideas B3.3: Create more complex documents to sort, display and organize information D2: Perform well-defined, multi-step digital tasks</p>	<p>Materials Required Small Business Savvy Computer with Microsoft PowerPoint</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Follows the main events of descriptive, narrative, and informational texts 			
B2.2	<ul style="list-style-type: none"> ● 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) <ul style="list-style-type: none"> ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			
B3.3	<ul style="list-style-type: none"> ● Sorts entries into categories and subcategories ● Displays many categories of information ● Organizes information in a variety of ways ● Identifies parts of documents using titles, row and column headings, sub-headings and labels 			
D2	<ul style="list-style-type: none"> ● Selects and follows appropriate steps to complete tasks ● Makes low-level inferences to interpret icons and text 			

OALCF Relation for Small Business Savvy

Topic Title: Competition

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: My Competition

Activity Description:

Complete 3 SWOT charts to compare competition

<p>Competency A: Find and use information B: Communicate ideas and information C: Manage money</p>	<p>Task Group(s) A1: Read continuous text B3: Complete and create documents C1: Manage money</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B3.2a: Use layout to determine where to make entries in simple documents C1.1: Compare costs and make simple calculations</p>	<p>Materials Required Small Business Savvy Pen/Pencil Information about competition – may be found in ads, internet, through phone calls</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
B3.2a	<ul style="list-style-type: none"> ● 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 ● Follows instructions on documents 			
C1.1	<ul style="list-style-type: none"> ● Recognizes values in number and word format 			

OALCF Relation for Small Business Savvy

Topic Title: Being your own boss

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

<p>Performance Descriptors</p>		<p>Needs work</p>	<p>Completes with support</p>	<p>Completes independently</p>
<p>A1.2</p>	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Legal start-up costs

Activity Description:

Visit a list of websites to understand legal implications for new business owners, complete a chart

<p>Competency A: Find and use information B: Communicate ideas and information C: Understand and use numbers D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous texts A2: Interpret documents B3: Complete and create documents C1: Manage money D1: Use digital technology</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B3.2a: Use layout to determine where to make entries in simple documents C1.1: Compare costs and make simple calculations D1: Perform simple digital tasks according to a set procedure</p>	<p>Materials Required Small Business Savvy Pen/Pencil Computer with internet</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts ● Identifies the main idea in brief texts 			
A2.1	<ul style="list-style-type: none"> ● Scans to locate specific details ● Interprets brief text and common symbols 			
B3.2a	<ul style="list-style-type: none"> ● Uses layout to determine where to make entries 			

	<ul style="list-style-type: none"> ● 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 			
C1.1	<ul style="list-style-type: none"> ● Recognizes values in number and word format 			
D1	<ul style="list-style-type: none"> ● Follows simple prompts ● Follows apparent steps to complete tasks ● Interprets brief text and icons ● Locates specific functions and information ● Begins to perform simple searches (e.g. Internet, software help menu) 			

OALCF Relation for Small Business Savvy

Topic Title: Policies

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Policy Building

Activity Description:

Write business policies using information from previous article and personal experience

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B2.2: Write texts to explain and describe information and ideas</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
A2.1	<ul style="list-style-type: none"> ● Scans to locate specific details ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B2.2	<ul style="list-style-type: none"> ● Writes texts to explain or describe ● Begins to sequence writing with some attention to organizing principles (e.g. time, importance) ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			

OALCF Relation for Small Business Savvy

Topic Title: Customer Issues

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Customer Issues

Activity Description:

Use critical thinking skills and respond to a scenario in writing.

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.2: Read brief texts to locate specific details B2.3: Write longer texts to present information, ideas and opinions</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Locates multiple pieces of information in simple texts ● Makes low-level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Begins to identify sources and evaluate information 			
B2.3	<ul style="list-style-type: none"> ● 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 ● Selects and uses vocabulary, tone, and structure appropriate to the task ● Organizes and sequences writing to communicate effectively 			

	<ul style="list-style-type: none">• Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details			
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OALCF Relation for Small Business Savvy

Topic Title: Digital Safety

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Digital Safety

Activity Description:

Complete an internet key word search and answer some questions about what was found

<p>Competency A: Find and use information B: Communicate ideas and information D: Use digital technology</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text D2: Use digital technology</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.2: Write texts to explain and describe information and ideas D2: Perform well-defined, multi-step digital tasks</p>	<p>Materials Required Small Business Savvy Pen/Pencil Computer with internet</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
B2.2	<ul style="list-style-type: none"> ● Writes texts to explain or describe ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			
D2	<ul style="list-style-type: none"> ● Selects and follows appropriate steps to complete tasks 			

	<ul style="list-style-type: none">• Locates and recognizes functions and commands• Makes low-level inferences to interpret icons and text• Begins to identify sources and evaluate information• Performs simple searches using keywords (e.g. Internet, software help menu)			
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OALCF Relation for Small Business Savvy

Topic Title: Safety at work

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

<p>Performance Descriptors</p>		<p>Needs work</p>	<p>Completes with support</p>	<p>Completes independently</p>
<p>A1.2</p>	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Health & Safety policies

Activity Description:

Write Health & Safety policies using the information provided in the instructions and previous article

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details B2.2: Write texts to explain and describe information and ideas B3.2a: Use layout to determine where to make entries in a simple document</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low-level inferences ● Obtains information from detailed reading ● Begins to identify sources and evaluate information 			
A2.1	<ul style="list-style-type: none"> ● Scans to locate specific details ● Identifies how lists are organized (e.g. sequential, 			

	chronological, alphabetical)			
B2.2	<ul style="list-style-type: none"> ● Writes texts to explain or describe ● Uses a limited range of vocabulary and punctuation appropriate to the task ● Begins to select words and tone appropriate to the task ● Begins to organize writing to communicate effectively 			
B3.2a	<ul style="list-style-type: none"> ● 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 ● Follows instructions on documents 			



OALCF Relation for Small Business Savvy

Topic Title: Balancing

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Balance sheet

Activity Description:

Count the cash in the picture and fill in a balance sheet

<p>Competency A: Find and use information B: Communicate ideas and information C: Understand and use numbers</p>	<p>Task Group(s) A1: Read continuous text B3: Create and complete documents C1: Manage money</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B3.1a: Make straightforward entries to complete very simple documents C1.2: Make low level inferences to calculate costs and expenses that may include rates, such as taxes and discounts</p>	<p>Materials Required Small Business Savvy Pen/Pencil Calculator</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts 			
B3.1a	<ul style="list-style-type: none"> ● Makes a direct match between what is requested and what is entered ● Makes entries using familiar vocabulary 			
C1.2	<ul style="list-style-type: none"> ● Calculates using numbers expressed as whole ● Chooses and performs required operation(s) ● Selects appropriate steps to reach solutions ● Represents costs and rates using monetary symbols, 			

	decimals, and percentages			
	<ul style="list-style-type: none">• Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

OALCF Relation for Small Business Savvy

Topic Title: Invoices

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text A2: Interpret documents</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents to locate specific details</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> ● Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			

OALCF Relation for Small Business Savvy

Activity Title: Invoices

Activity Description:

Complete an invoice

<p>Competency B: Communicate ideas and information C: Understand and use numbers</p>	<p>Task Group(s) B3: Complete and create documents C1: Manage money C2: Manage time</p>
<p>Level Indicators B3.1a: Create very simple documents to display and organize a limited amount of information C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts C2.1: Measure time and make simple comparisons and calculations</p>	<p>Materials Required Small Business Savvy Pen/Pencil Calculator</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
B3.1a	<ul style="list-style-type: none"> ● Makes a direct match between what is requested and what is entered ● Makes entries using familiar vocabulary 			
C1.2	<ul style="list-style-type: none"> ● Calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers ● Calculates percentages ● Chooses and performs required operation(s) ● Selects appropriate steps to reach solutions ● Represents costs and rates using monetary symbols, decimals, and percentages 			

	<ul style="list-style-type: none"> ● Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
C2.1	<ul style="list-style-type: none"> ● Recognizes values in number and word format ● Understands and uses common date formats ● Identifies and performs required operation ● Follows apparent steps to reach solutions ● Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			



OALCF Relation for Small Business Savvy

Topic Title: Making a profit

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

Competency A: Find and use information	Task Group(s) A1: Read continuous text
Level Indicators A1.1: Reads brief texts to locate specific details	Materials Required Small Business Savvy

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> Decodes words and makes meaning of sentences in a single text Identifies the main idea in brief texts 			

OALCF Relation for Small Business Savvy

Activity Title: What's the profit?

Activity Description:

Fill in a chart to figure out the difference between direct supply costs and potential markups

<p>Competency A: Find and use information C: Understand and use numbers</p>	<p>Task Group(s) A1: Read continuous texts C1: Manage money</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information C1.2: Make low level inferences to calculate costs and expenses that may include rates such as taxes and discounts</p>	<p>Materials Required Small Business Savvy Pen/Pencil Calculator</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts ● Identifies the main idea in brief texts 			
A2.2	<ul style="list-style-type: none"> ● Extracts information from tables and forms ● Makes connections between parts of documents 			
C1.2	<ul style="list-style-type: none"> ● Calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers ● Calculates percentages ● Chooses and performs required operation(s) ● Selects appropriate steps to reach solutions ● Represents costs and rates using monetary symbols, 			

	<p>decimals, and percentages</p> <ul style="list-style-type: none">• Interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $1/2$, $1/4$)• Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
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OALCF Relation for Small Business Savvy

Topic Title: Start-up costs

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

<p>Competency A: Find and use information</p>	<p>Task Group(s) A1: Read continuous text</p>
<p>Level Indicators A1.2: Read texts to locate and connect ideas and information</p>	<p>Materials Required Small Business Savvy</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none"> ● Makes connections between sentences and between paragraphs in a single text ● Scans text to locate information ● Makes low level inferences ● Follows the main events of descriptive, narrative, and informational texts ● Obtains information from detailed reading 			

OALCF Relation for Small Business Savvy

Activity Title: Create an equipment start-up budget

Activity Description:

Create a start-up budget by brainstorming one-time and ongoing costs

<p>Competency A: Find and use information B: Communicate ideas and information C: Understand and use numbers</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text B3: Complete and create documents C1: Manage money</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.1: Write brief texts to convey simple ideas and factual information B3.2a: Use layout to determine where to make entries in simple documents C1.1: Compare costs and make simple calculations</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts 			
B2.1	<ul style="list-style-type: none"> Writes simple texts to request, remind or inform Conveys simple ideas and factual information Demonstrates a limited understanding of sequence Uses sentence structure, upper and lower case, and basic punctuation Uses highly familiar vocabulary 			
B3.2a	<ul style="list-style-type: none"> Uses layout to determine where to make entries 			

	<ul style="list-style-type: none">• 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			
C1.1	<ul style="list-style-type: none">• Adds, subtracts, multiplies and divides whole numbers and decimals• Identifies and performs required operation• Interprets and represents costs using monetary symbols and decimals• Follows apparent steps to reach solutions• Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

OALCF Relation for Small Business Savvy

Topic Title: Loans

Activity Description:

Read information to gain an understanding of the topic as it relates to the activity.

Competency A: Find and use information	Task Group(s) A1: Read continuous text
Level Indicators A1.2: Read texts to locate and connect ideas and information	Materials Required Small Business Savvy

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.2	<ul style="list-style-type: none">● Makes connections between sentences and between paragraphs in a single text● Scans text to locate information● Makes low level inferences● Follows the main events of descriptive, narrative, and informational texts● Obtains information from detailed reading			

OALCF Relation for Small Business Savvy

Activity Title: Making the case

Activity Description:

Self-reflect to prepare answers that prospective investors or loan companies may ask

<p>Competency A: Find and use information B: Communicate ideas and information</p>	<p>Task Group(s) A1: Read continuous text B2: Write continuous text</p>
<p>Level Indicators A1.1: Read brief texts to locate specific details B2.3: Write longer texts to present information, ideas and opinions</p>	<p>Materials Required Small Business Savvy Pen/Pencil</p>

Performance Descriptors		Needs work	Completes with support	Completes independently
A1.1	<ul style="list-style-type: none"> ● Decodes words and makes meaning of sentences in a single text ● Follows simple, straightforward instructional texts ● 			
B2.3	<ul style="list-style-type: none"> ● 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 ● Selects and uses vocabulary, tone, and structure appropriate to the task ● Organizes and sequences writing to communicate effectively ● Uses a variety of vocabulary, structures, and approaches to convey main ideas with supporting details 			