

Name _____

Date _____

Assessment Practice - Writing Notes for Work - Getting Things Done

Directions: Write the two notes in the blank spaces provided for each one.

CLB 4

Write a note to your boss reminding him that you will be late for work tomorrow morning. Tell him the reason why you will be late and about what time you will be arriving to work.

Total CLB 4 _____/10

CLB 5

You work as a cleaner in a small office building. You notice that the refills of the washroom soap are almost gone. Your supervisor bought this box 2 months ago. This washroom soap was a new brand your supervisor wanted to try, but it has not lasted as long as the old brand of soap. The old soap lasted for 3 months.

Leave a note for the building owner (your supervisor) to tell him about this. Include all the necessary details so he has all the information.

Total CLB 5 _____/10