



Task-based Activity Cover Sheet

Task Title: Write an Email to Request an Extension

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ✓ Post Secondary ✓ Independence___	
Task Description: Write an email explaining why an extension is needed on an assignment	
Competency: B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): B2: Write continuous text D.2: No task group
Level Indicators: B2.2: Write text to explain and describe information and ideas D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart or click here	
Skill Building Activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Pen, pencil	
ESKARGO: <ul style="list-style-type: none">• Writes texts to explain or describe• Uses basic organizers to connect ideas including common linking words, titles, basic parts of a letter, and parts of a paragraph (i.e., introductory and concluding sentences and simple support)• Begins to select words and tone appropriate to the task• Selects appropriate language (i.e., formal/informal)• Uses familiar and some unfamiliar vocabulary and punctuation appropriate to the task• Uses a variety of sentence structures (i.e., simple and compound sentences with phrasing to add details)• Punctuates simple and compound sentences with periods and commas• Spells a wide range of common words; confirms spelling of difficult, unfamiliar words using word knowledge and various other resources• Uses noun/pronoun agreement, consistent pronoun and consistent verb tense• Uses a variety of sentence types correctly (e.g., questions, exclamations, etc.)• Uses connecting words (also, finally, after, but) correctly to link ideas in a paragraph	



Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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Learner Information and Tasks:

You are a student whose midterm essay is due on Friday. Because you have been ill, you have not started the assignment, and you would like a one-week extension.

Task 1: Write an email to your instructor requesting an extension on the midterm essay.



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Answer Key:

Emails will obviously vary, but the content should include:

- email subject (for the digital competency)
- asking for a one week extension for the midterm essay
- reason for the need for extension (being sick)
- some form of salutation



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
	<ul style="list-style-type: none"> connects ideas using paragraph structure 			
	<ul style="list-style-type: none"> uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate effectively 			
D.2	<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 			
	<ul style="list-style-type: none"> makes low-level inferences to interpret icons and text 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to online resources:

BBC Skillswise – “Writing a Letter” - <http://www.bbc.co.uk/skillswise/topic/writing-a-letter/resources/e3> - learn how to structure a letter depending on its purpose and its intended recipient (i.e. formal and informal language, planning what you need to say, including all the details, organizing your ideas, etc.)

BBC Skillswise – “Format & Style” - <http://www.bbc.co.uk/skillswise/topic/format-and-style/resources/e1-e2> - learn about appropriate tone for a letter by understanding the difference between formal and informal writing

GCF LearnFree – “Grammar Briefs” - <http://www.gcflearnfree.org/grammar> - refresh knowledge of common grammar rules with one-page lessons (sentence structure, fragments, run-ons, punctuation, and capitalization)

GrammarOnline.org -

https://caryacademy.haikulearning.com/melissa_davenport/grammaronlinepublic/cms_page/view OR, visit their youtube channel : <https://www.youtube.com/user/GrammarOnline/videos> – watch short video lessons on common grammar rules (parts of speech, sentence structure, fragments, run-ons, punctuation, etc.)

LearningHUB online courses available:

- **Reading & Writing, Independent Study** – (Assigned by practitioner after assessment; relevant writing curriculum includes purpose and form, paragraph organization, style, and mechanics)
- **Live Classes (SABA)**
 - Punctuation
 - Spelling & Grammar Rules
 - Using eMail in the Workplace (class includes section on using appropriate tone and structure when communicating for professional purposes)
 - How to Write a Cover Letter

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>