



Task Title: Write a Short Email to a Friend

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Write an email to a friend.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.2

Materials Required:

- Computer or digital device with access to email program (e.g. Gmail or Hotmail)

Learner Information

Friends and family often write short emails to each other congratulating them, inviting them out, or sending them best wishes.

Choose a person you would like to write an email to. Choose an occasion for which you could send an email. This could be an invitation to go out together, a birthday or holiday note, or another topic of your choice.

Open an email program, such as Gmail or Hotmail, on the computer.

Work Sheet

Task 1: Write a rough draft of a short email to a friend. It should be at least two sentences long and include all important information. Include a subject for your email.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Use a dictionary or spell check to locate the correct spelling of words.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Review the email to make sure it contains all of the information needed. Make any necessary revisions.

Answer: No written response required here.

Task completed: Yes: ☐

Task 4: Show the final version of the email to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐

Task 5: After your instructor has reviewed your email, you may choose to send it or delete it.

Answer: No written response required here.

Task completed: Yes: ☐