



## Task Title: Write an Email to Request an Extension

### 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:** The learner will write an email requesting an extension on an assignment.

#### Main Competency/Task Group/Level Indicator:

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

#### Materials Required:

- Computer with email program

## Learner Information

In many classes, students may request extensions on essays or assignments due to illness or other circumstances. Students are often required to write an email to the teacher or instructor explaining why they need an extension and when they will be able to submit the assignment.

Task Title: WriteEmailToRequestExtension\_SP\_B2.2\_D.2

## Work Sheet

**Task 1: 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. Using an email program on your computer, write an email requesting an extension. Show the email to your instructor.**

Answer: No written response required here.

Task completed: Yes: ☐