



Task Title: Write a Note to a Teacher

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 a note to the teacher, explaining why their child will be absent.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: WriteNoteToTeacher_I_B2.1

Learner Information

Parents are often required to write notes to teachers.

Work Sheet

Task 1: Choose one of the following note-writing tasks. Circle or highlight your choice. If doing this task online, write your choice under Answer.

- **Tell the teacher about an upcoming dentist appointment that will require your child to leave school early on a particular day.**
- **Tell the teacher that your child will be absent for an extended period of time due to an illness in the family.**
- **Ask for a meeting with the teacher because your child is having difficulty in a particular subject.**

Answer:

Task 2: List two or three things you should include in your note to the teacher.

Answer:

Task 3: Using the topic you selected, write a note to the teacher. Your note should be two to three sentences long.

Answer: