Task Title: WriteReminderNote\_E\_B2.1



### **Task Title: Write a Reminder Note About Plans**

OALCF Cover Sheet – Learner Copy

Learner Name:						
Date Started:						
Date Completed:						
Successful Completion: Goal Path: Secondary School	Yes No Employment Post Secondary		Apprenticeship Independence			
<b>Task Description:</b> The Learner will write a note to a co-worker to remind them of plans.						

# **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

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# **Learner Information**

Co-workers may write reminder notes to each other. These notes are to remind co-workers about appointments out of the office or duties they need to complete.

Scan the "Reminder Note" template.

#### **Reminder Note**

Date:		
To:		
	<u>(signature)</u>	

## Work Sheet

Task 1: You have a doctor's appointment and will be away from the office from 1 pm to about 3 pm today. Using the reminder note template, write a reminder note to your co-worker Moira.

Answer:		
Date:		
То:		
	(signature)	