



**Task Title: Write a Short Essay about What  
Makes a Good 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:** The learner will write a short essay.

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

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

**Materials Required:**

- Pen/pencil and paper and/or computer with word processing program (e.g. Microsoft Word or Google Docs)

## Learner Information

Writing an essay is expected in many high school and post-secondary courses. This requires brainstorming ideas, following an essay structure, and checking grammar, spelling and punctuation.

You may complete this task on paper or using a computer word processing program.

## Work Sheet

**Task 1: On a piece of paper or on a new word processing page, write down at least five ideas about what makes a good friend. This is the brainstorming stage of writing your essay.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 2: Take your best ideas and write a rough draft of an essay about what makes a good friend.**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 3: Write a final copy of the essay. Make sure you**

- **include an introductory paragraph that outlines the main idea**
- **include examples about what makes a good friend**
- **ensure all paragraphs relate to the main idea**
- **summarize your explanation in the last paragraph**
- **check your final draft for spelling and punctuation**
- **give your essay a title**

Answer: No written response required here.

Task completed: Yes: ☐

**Task 4: If you used the computer to type your essay, save the essay to the desktop of the computer or to a USB key. Show your instructor where it has been saved. If you have handwritten your essay, give it to your instructor.**

Answer: No written response required here.

Task completed: Yes: ☐