



Task Title: Write a Letter to Your Member of Parliament

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 find their member of parliament and their address online, and then compose a letter to the MP about a topic of interest or area of concern.

Main Competency/Task Group/Level Indicator:

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

Materials Required:

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

Learner Information

Our members of Parliament represent (work for) us, so it is important for us to let them know what we think and feel about the issues they will be voting on in the House of Commons. One way to do this is to send your MP a letter.

Scan the “Letter Template” and “Instructions to Find Your Member of Parliament”.

Letter Template

Your address

Date

MP's name

MP's address

Dear Mr. / Ms. Name:

First paragraph – introduce yourself

Second paragraph – explain why you are writing to your MP and what you would like the government to do

Third paragraph – thank the MP for his/her attention.

Sincerely yours,

Your name

Instructions to Find Your Member of Parliament

1. Open a new page on the web browser of the computer and copy and paste www.elections.ca.
2. Select "English".
3. On the top left of the screen, click on "Voters". A dropdown menu will appear on the left.
4. Click on "Voter Information Service" which is the first option under the "Voters" dropdown menu.
5. Locate "Search by postal code" in the middle of the page. Type in your postal code and click the "search" button.
6. On the right side of a new page, locate "Your Member of Parliament". Click on "get more information on your Member of Parliament".

Work Sheet

Task 1: Locate your Member of Parliament (MP)'s contact information on their web page. Write down the name of your MP and their mailing address.

Answer:

Task 2: Using the letter template as a guide, write a letter to your MP on the word processing program of the computer. Choose an issue that is important to you and should be brought to the attention of your MP. Show the completed letter to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐
