



Task Title: Writing Notes and Short Letters

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

Goal Path:

Employment	<input type="checkbox"/>	Apprenticeship	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>	Post Secondary	<input type="checkbox"/>
		Independence	<input checked="" type="checkbox"/>

Task Description: Learners will write a short thank you note in Microsoft Word or Google Docs and print it.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.2

Materials Required:

- Computer and access to Microsoft Word/Google Docs and printer

Learner Information

When someone has done something nice for you, it is polite to respond with a short note, in the form of a letter or e-mail, to say thank you – especially when you were unable to thank them in person.

Read the “Thank You Sample”.

Thank You Sample

Dear Jessica,

I just got the package you sent me and realized it was those brand-new speakers. Thank you so much for sending those to me. They are making my music sound brand new again. This makes me happy because I love music so much.

Thanks again for doing me that favour.

Sincerely,

Helen

Task Title: WritingNotesandShortLetters_I_B2.1_D.2

Work Sheet

Task 1: Using Microsoft Word (or Google Docs), compose and print a short note or letter to a neighbour/friend who has just sent you some food after your recent hospital stay. Show it to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐