



Task Title: Write a Personal Letter and Address an Envelope

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 type="checkbox"/>

Task Description: The learner will write a personal letter to a friend or family member and complete a mailing envelope.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.2b

Materials Required:

- Pen and paper and/or digital device
- Notepaper
- Envelope

Learner Information

People will often send hand-written letters to friends or family because hand-written letters are special to the person getting the letter. Hand-written letters sent through the mail show that the writer has taken extra time and care to communicate.

Write a letter to a friend or family member who you have not seen for several months.

Work Sheet

Task 1: Write a rough draft of a 3-paragraph letter to a friend or family member.

- **Tell your friend/family member about a trip or an outing you have taken.**
- **Ask your friend/family member to come and visit next month.**
- **Include other news you wish your friend to know about.**

Answer:

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Task 2: Review and edit the letter. Write a good copy (final version) on notepaper.

Answer: No response required here.

Task completed: ☐ Yes ☐ No

Task 3: Complete the mailing envelope. Be sure to use the correct format for mailing a letter.

Answer: No response required here.

Task completed: ☐ Yes ☐ No
