



Task prepared for the project "Using Technology to Facilitate Connections between Literacy and the Broader Community" (2014)

Task Title: Writing Notes and Short Letters
OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

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

Competency: A: Find and Use Information
B: Communicate Ideas and Information
D: Use Digital Technology

Task Groups: A1: Read continuous text
B2: Write continuous text

Level Indicators:

- A1.1: Read brief texts to locate specific details
- B2.2: Write texts to explain and describe information and ideas
- D2: Perform well-defined, multi-step digital tasks

Materials Required:

- Example sheet
- Learner information and task sheet
- Access to Microsoft Word or 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 thanks – especially when you were unable to thank them in person.

Work Sheet

Task 1: Look at the example of a thank you note. 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 short hospital stay.

Example:

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