

OALCF Task Cover Sheet

Task Title: Check, Check and Re-check

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ✓ Apprenticeship Secondary School Post Secondary Independence ✓	
Task Description: Using a word processing and email program the learner will write a consumer complaint letter and email. The learner will send the email with the letter attached.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Digital Technology	Task Group(s): A1: Read continuous text B2: Write continuous text D2: Digital Technology
Level Indicators: A1.2: Read texts to locate and connect ideas and information B2.2: Write texts to explain or describe information and ideas D2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Learner information and instructions • Computer with word processing program and email access through software or Internet email • Pen or pencil Skill Building Activities: <ul style="list-style-type: none"> • Writing a short letter • Writing a short email • Attaching and sending an email 	

Task Title: Breaking Jobs Down into Tasks

Learner Information and Tasks:

On the following page you will find information to be used in a letter and other information to be used in an email.

Task 1: Read the information about the complaint about a coffee maker. Write a letter either requesting your money back or a new coffee maker.

Task 2: Check spelling and grammar. Save the word document in a file.

Task 3: Read the information about the complaint about a car. Write an email requesting the repair be made.

Task 4: Check spelling and grammar. Send the email that you have just written to your instructor, with the letter that you typed and corrected as an attachment.

Letter Complaint:

You bought a 12-cup, programmable coffee maker from Black and Decker. You have put in the filter, the coffee and water and pushed every button, but it won't make coffee. You tried to read the instructions that came with it, but they are not easy to follow and do not seem to make sense to you.

Email Complaint:

You took your vehicle in for repairs last Friday. When you got home you noticed that there are new scratches on your car that were not there before taking it into the garage.

Task Title: Breaking Jobs Down into Tasks

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> Scans text to locate information 			
	<ul style="list-style-type: none"> Locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> Makes low level inferences 			
B2.2	<ul style="list-style-type: none"> Uses a limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> Begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> Begins to organize writing to communicate effectively 			
	<ul style="list-style-type: none"> Conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> Begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
D2	<ul style="list-style-type: none"> Selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> Locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> Makes low-level inferences to interpret icons and text 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature