



Task Title: Plan Your Theme Party

OALCF Cover Sheet – Practitioner 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 plan a theme party, design an invitation and make decisions on how to decorate, what food/drink to acquire, and who to invite. Learners also have the option to consider accommodations for their guests.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Communicate Ideas and Information/B4

Materials Required:

- Pen/pencil and paper and/or digital device

Notes For Instructors/Practitioners

Task 4 can be done using a computer, if desired and the learner has that ability.

The final task (Task 5) is optional and can easily be omitted from the task set. If appropriate for the learner, this task will provide the opportunity to include the *B1: Interact with Others* competency. Learners may require some extra assistance with this task.

Answers can be provided in point-form for all tasks (excluding Task 4 and the optional Task 5).

Learner Information

You are going to plan a theme party. Throwing your own theme party can be fun. However, parties require planning if they are to be successful. Be creative and make plans that represent your hobbies and interests. Choose your party theme and complete the following tasks to plan your party.

My theme will be: _____

Work Sheet

Task 1: What are three items you will need to decorate your home to match the theme of your party?

Answer:

Task 2: List five people (friends and/or family) that you will invite to your party.

Answer:

Task 3: Create a shopping list of the food and drinks that you will have at your party for your guests to eat and drink.

Answer:

Task 4: Using a separate piece of paper, design an invitation you can send to your guests. Be sure to include the reason for the party, the date and time of the party, the location, and any other special instructions.

Answer: Response not required here.

Task Completed: Yes ☐ No ☐

Task 5 (optional): You want to make sure that everyone has a wonderful time at your party. Some of your guests may require special consideration. For example, they may be vegetarian or have other dietary restrictions. Some may have small children that could be running around your home during the party. Other guests may require assistance getting into and around your home if they have disabilities.

Review your guest list. Write a short paragraph describing what further steps you will need to take as the host to ensure that the needs of your guests are met.

Answer:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to organize writing to communicate affectively			
B3.1b	follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)			
	includes titles where required			

Task Title: PlanYourThemeParty_I_B2.2_B3.1b_B4

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.1b cont'd	uses labels and headings to organize content			
	presents text and numbers below one or more headings in lists			
B4	expresses oneself creatively			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):