



Task Title: Read a Personal Letter

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 read and answer questions about a personal letter from a friend.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

People often communicate using letters. Letters can contain information about what is going on in a person's life such as with their relationships, work and other activities they may be participating in, or if they are planning to move or travel.

Read the “Personal Letter”.

Personal Letter

Robin Smith
#1 - 754 Queen St. East
Kingstown, ON K2K 2K2
June 2, 2024

Dear Kelly,

It must be at least three years since we've written to each other. How are you doing? How is your family? I'm fine, especially now that I've moved to my new apartment. Did you notice the new address at the top of this page? I've been very busy moving in here and fixing the place up.

I'm enjoying summer in the city. There are a lot of people playing music on the main street, and it's nice to stop and listen to them for a while. I even drop a bit of change into their hats when I can spare it. I also go fishing in the river not far from here but I haven't caught anything yet.

I want to let you know that next time you come to town you're welcome to stay at my place because now I have an extra bedroom. It would be fun to go fishing & go out for a meal or just simply hang around and chat.

Write soon and let me know how you and your family are doing, and when you plan to come and visit.

Cheers, Robin

Work Sheet

Task 1: Who is the letter addressed to?

Answer:

Task 2: Who wrote the letter?

Answer:

Task 3: What is Robin's apartment number?

Answer:

Task 4: Name two things that Robin likes to do.

Answer:

Task Title: ReadPersonalLetter_I_A1.2

Answers

Task 1: Who is the letter addressed to?

Answer: Kelly

Task 2: Who wrote the letter?

Answer: Robin (Smith)

Task 3: What is Robin's apartment number?

Answer: #1

Task 4: Name two things that Robin likes to do.

Answer: fishing, listening to musicians.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			

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

Learner Comments:

Instructor (print):

Learner (print):
