



Task Title: Write a Personal Letter and Address an Envelope

OALCF Cover Sheet – Practitioner 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 checked="" 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:

Task Title: WriteAPersonalLetterAddressEnvelope_I_B2.2_B3.2b

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

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	connects ideas using paragraph structure			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
B3.2b	follows conventions to display information in simple documents (letter format and mailing envelope)			

This task:

Was successfully completed ☐

Needs to be tried again ☐

Task Title: WriteAPersonalLetterAddressEnvelope_I_B2.2_B3.2b

Learner Comments:

Instructor (print):

Learner Signature: