



Task Title: Write an Invitation

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 create an invitation card for a surprise birthday party.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.1
- Communicate Ideas and Information/Express oneself creatively/B4

Materials Required:

- Pen/pencil and paper folded into a card format

Learner Information

We write cards to invite people to special events. Invitations tell people important details about an event.

Read the “Details for Your Party”.

Details for Your Party

You are hosting a surprise birthday party for one of your friends. Choose any friend. The party will be a week from this Saturday at 7:00 in the evening. It will be at your house. Add any other information you think is needed.

Work Sheet

Task 1: Tell your instructor four important pieces of information you should find on any invitation.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Using a folded piece of paper, create an invitation, including an outside cover and an inside message.

Answer: No written response required here.

Task completed: Yes: ☐

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Answers

Answers will vary. For task 2, the learner should have clearly written all information indicated in the question as well as any supplemental information.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	conveys information on familiar topics			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	speaks or signs clearly in a focused and organized way			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			
B4	Express oneself creatively			

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

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Learner Comments:

Instructor (print):

Learner (print):