Task Title: Write an Email to Request an Extension

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 write an email requesting an extension on an assignment.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.2

Materials Required:

- Computer with email program

Learner Information

In many classes, students may request extensions on essays or assignments due to illness or other circumstances. Students are often required to write an email to the teacher or instructor explaining why they need an extension and when they will be able to submit the assignment.

Work Sheet

Task 1: You are a student whose midterm essay is due on Friday. Because you have been ill, you have not started the assignment, and you would like a one-week extension. Using an email program on your computer, write an email requesting an extension. Show the email to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Answers will vary. The student should write their email clearly with proper spelling, punctuation and grammar. The writing style should be formal. The student should include

- Email subject
- Request for extension (one week) on the essay
- Reason for the extension (sickness)
- Form of address and salutation

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			
	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			
D.2	selects and follows appropriate steps to complete tasks			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			

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

Learner Comments:

Instructor (print):   Learner (print):

_____   _____