



Task Title: Write a Message in a Greeting Card

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 a message in a greeting card (B2.1) or dictate the message to the instructor (B1.1).

Main Competency/Task Group/Level Indicator:

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

Materials Required:

- Pen/pencil and paper and/or digital device
- Various greeting cards for different occasions (optional)

Task Title: WriteMessageInGreetingCard_I_B1.1_B2.1

Notes for Instructors/Practitioners

This task requires the learner to either dictate a message to you (B1.1) or write the message in a greeting card (B2.1). If you do not have a selection of greeting cards, you can ask the learner to dictate or write the text they would choose to put in a card.

Learner Information

People often write cards to wish someone happy birthday, congratulate them on an accomplishment, or to celebrate a special occasion.

Pick an occasion from the list below or choose another occasion for a card you would like to create.

- Happy Birthday
- Congratulating a success
- Get Well message
- Christmas or other holiday message
- Missing you
- Invitation
- Any other personal message

If your instructor has cards available, select one that matches the occasion you have chosen.

Work Sheet

Task 1: Write down the name of the person to whom you would like to write this card.

Answer:

Task 2: Write a message in the card, or write it here if you do not have a greeting card. Your message should be two or three sentences. You can also tell your instructor what you would like to say and ask them to write it for you.

Answer:

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	gives short, straightforward instructions or directions			
	speaks or signs clearly in a focused and organized way			
	repeats or questions to confirm understanding			
B2.1	conveys simple ideas and factual information			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			

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

Learner Comments:

Instructor (print):

Learner (print):
