



Task Title: Write a Short Essay about What Makes a Good Friend

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 short essay.

Main Competency/Task Group/Level Indicator:

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

Materials Required:

- Pen/pencil and paper and/or computer with word processing program (e.g. Microsoft Word or Google Docs)

Learner Information

Writing an essay is expected in many high school and post-secondary courses. This requires brainstorming ideas, following an essay structure, and checking grammar, spelling and punctuation.

You may complete this task on paper or using a computer word processing program.

Work Sheet

Task 1: On a piece of paper or on a new word processing page, write down at least five ideas about what makes a good friend. This is the brainstorming stage of writing your essay.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Take your best ideas and write a rough draft of an essay about what makes a good friend.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Write a final copy of the essay. Make sure you

- **include an introductory paragraph that outlines the main idea**
- **include examples about what makes a good friend**
- **ensure all paragraphs relate to the main idea**
- **summarize your explanation in the last paragraph**
- **check your final draft for spelling and punctuation**
- **give your essay a title**

Answer: No written response required here.

Task completed: Yes: ☐

Task 4: If you used the computer to type your essay, save the essay to the desktop of the computer or to a USB key. Show your instructor where it has been saved. If you have handwritten your essay, give it to your instructor.

Answer: No written response required here.

Task completed: Yes: ☐

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Answers

Answers will vary. You may wish to create and share a rubric with your learner before reading the final draft.

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			
D2.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			

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

Learner Comments:

Instructor (print):

Learner (print):
