



Task Title: Write a Thank You Note

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 the text for a thank you note.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Thank you notes are used to thank someone for a gift or favour. Thank you notes tell the giver how their gift or favour will be useful. A thank you note lets the giver know the gift or favour is appreciated.

Read the "Sample Thank You Note".

Sample Thank You Note

Dear Heather,

Thank you for your help last week. You were so kind to take care of Pete for me. Friends like you, who can be depended upon to show up in a pinch, are hard to find. With your help, I was able to keep my doctor's appointment as planned.

I appreciate your help. You are a good friend!

Thank you again.

With warm regards,

Sarah

Task Title: WriteThankYouNote_I_B2.1

Work Sheet

Task 1: Write a thank you note to someone for a recent gift or favour.

Answer:

Task Title: WriteThankYouNote_I_B2.1

Answers

Answers will vary. The learner's writing should be assessed for content as well as spelling, grammar, punctuation.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
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			

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

Learner Comments:

Instructor (print):

Learner (print):
