



## Task Title: Write a Letter to Your Member of Parliament

### 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 find their member of parliament and their address online, and then compose a letter to the MP about a topic of interest or area of concern.

### Main Competency/Task Group/Level Indicator:

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

### Materials Required:

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

## Learner Information

Our members of Parliament represent (work for) us, so it is important for us to let them know what we think and feel about the issues they will be voting on in the House of Commons. One way to do this is to send your MP a letter.

Scan the “Letter Template” and “Instructions to Find Your Member of Parliament”.

## **Letter Template**

Your address

Date

MP's name

MP's address

Dear Mr. / Ms. Name:

First paragraph – introduce yourself

Second paragraph – explain why you are writing to your MP and what you would like the government to do

Third paragraph – thank the MP for his/her attention.

Sincerely yours,

Your name

### **Instructions to Find Your Member of Parliament**

1. Open a new page on the web browser of the computer and copy and paste [www.elections.ca](http://www.elections.ca).
2. Select "English".
3. On the top left of the screen, click on "Voters". A dropdown menu will appear on the left.
4. Click on "Voter Information Service" which is the first option under the "Voters" dropdown menu.
5. Locate "Search by postal code" in the middle of the page. Type in your postal code and click the "search" button.
6. On the right side of a new page, locate "Your Member of Parliament". Click on "get more information on your Member of Parliament".

## Work Sheet

**Task 1: Locate your Member of Parliament (MP)'s contact information on their web page. Write down the name of your MP and their mailing address.**

Answer:

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**Task 2: Using the letter template as a guide, write a letter to your MP on the word processing program of the computer. Choose an issue that is important to you and should be brought to the attention of your MP. Show the completed letter to your instructor.**

Answer: No written response required here.

Task completed: Yes: ☐

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## Answers

Answers will vary.

### 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			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g., internet, software help menu)			

Task Title: WriteToYourMemberOfParliament\_I\_B2.2\_D.2

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

Learner Comments:

Instructor (print):

Learner (print):