



Task Title: Write a Short Note at Work

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: Write a note at work to exchange information with coworkers and supervisors.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Dictionary or digital device with dictionary application or website

Learner Information

Supervisors and coworkers leave notes for each other to exchange information about things that come up on their shifts.

Choose one of the following scenarios for your note:

- a. Your manager has asked you to work a different shift tomorrow. Leave a note for your shift supervisor to tell him/her that you won't be in for your normal shift.

- b. A fellow employee was sick and had to go home and you need to let your manager know.

- c. When you arrived at work, you found all the lights on in the office, and the computers were not turned off. Remind the next shift to do these things before they go home.

Work Sheet

Task 1: Write a note for the supervisor or manager or next shift. Your note should be at least two sentences. Include all necessary information.

Answer:

Task 2: Use a dictionary or dictionary website (dictionary.com) to check your spelling. Review your note to make sure you have included all necessary information. Rewrite your note if needed.

Answer:

Answers

Answers will vary but should be reviewed for accuracy and completeness.

Sample answers:

Scenario a: August 6, 2024. My manager, Heather, asked me to work a different shift tomorrow. I will be in for the afternoon shift instead of my normal morning shift. Sarah

Scenario b: August 6, 2024. My coworker, Deb, was sick today. She went home at 3pm. Sarah

Scenario c: August 6, 2024. When I arrived at work today, the office lights were on and the computers were not turned off. Please turn off the lights and computers before you leave. Sarah

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	reads short texts to locate a single piece of information			
	decodes words and makes meaning of sentences in a single text			
	follows the sequence of events in straightforward chronological texts			
	follows simple, straightforward instructional texts			
A2.2	performs limited searches using one or two search criteria			
	extracts information from tables and forms			
	uses layout to locate information			

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	makes connections between parts of documents			
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):
