



Task Title: Writing 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 birthday card message.

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

Task Title: WritingAGreetingCard_I_B2.1

Learner Information

On occasions such as birthdays, anniversaries or retirements, people often write cards to friends, family, or co-workers.

Look at the "Sample Birthday Card".

Sample Birthday Card

(Outside)



(Inside)



Work Sheet

Task 1: Using the sample birthday card, write a birthday message to a friend. Make sure you include

- **your friend's name**
- **a birthday message that is 2 or 3 sentences long**
- **your name at the bottom of the card**

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
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	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):
