



Task Title: Writing a Personal Letter

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 handwrite a letter to a friend or relative.

Main Competency/Task Group/Level Indicator:

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

Materials Required:

- Pen/pencil and paper

Learner Information

Personal letters are an excellent way to communicate personal experiences, events and feelings to a friend or relative. It is like an update or an extended “status” update that you might post on a social networking site such as Facebook. While personal letters are not as formal as business letters, they do tend to follow the same general format.

Think about an older relative or friend who would like to receive a personal letter from you. If you can’t think of someone, consider using “Auntie Pearl”. She is your great aunt on your father’s side. She is in her late 70s. She does not use computers or the internet. She was always kind to you as a child and has a great interest in how you are doing now that you don’t live in the same small city as her.

Work Sheet

Task 1: Who are you writing your personal letter to?

Answer:

Task 2: Write the opening greeting or salutation of your letter.

Answer:

Task 3: List three things happening in your life that you could include in the personal letter. These could be events that recently happened, new information about your personal or work life, new information about where you live, or anything else you would like to include.

Answer:

Task Title: WritingAPersonalLetter_I_B2.1

Task 4: Write the closing sentence of your letter.

Answer:

Task 5: Write your letter.

Answer:

Task Title: WritingAPersonalLetter_I_B2.1

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			
	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):
