Task Title: Writing Notes and Short Letters

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

| **Goal Path:** | Employment | ☐ | Apprenticeship | ☐ |
| Secondary School | ☐ | Post Secondary | ☐ | Independence | ▩ |

Task Description: Learners will write a short thank you note in Microsoft Word or Google Docs and print it.

Main Competency/Task Group/Level Indicator:
- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.2

Materials Required:
- Computer and access to Microsoft Word/Google Docs and printer

Learner Information

When someone has done something nice for you, it is polite to respond with a short note, in the form of a letter or e-mail, to say thank you – especially when you were unable to thank them in person.

Read the "Thank You Sample".

Thank You Sample

Dear Jessica,

I just got the package you sent me and realized it was those brand-new speakers. Thank you so much for sending those to me. They are making my music sound brand new again. This makes me happy because I love music so much.

Thanks again for doing me that favour.

Sincerely,

Helen

Work Sheet

Task 1: Using Microsoft Word (or Google Docs), compose and print a short note or letter to a neighbour/friend who has just sent you some food after your recent hospital stay. Show it to your instructor.

Answer: No written response required here.

Task completed: Yes:

Answer Sheet

Answers will vary from learner to learner. Learner should have printed a copy of their note and shown/given it to the instructor.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	Conveys simple ideas and factual information			
	Uses sentence structure, upper and lower case and basic punctuation			
	Uses highly familiar vocabulary			
D.2	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			
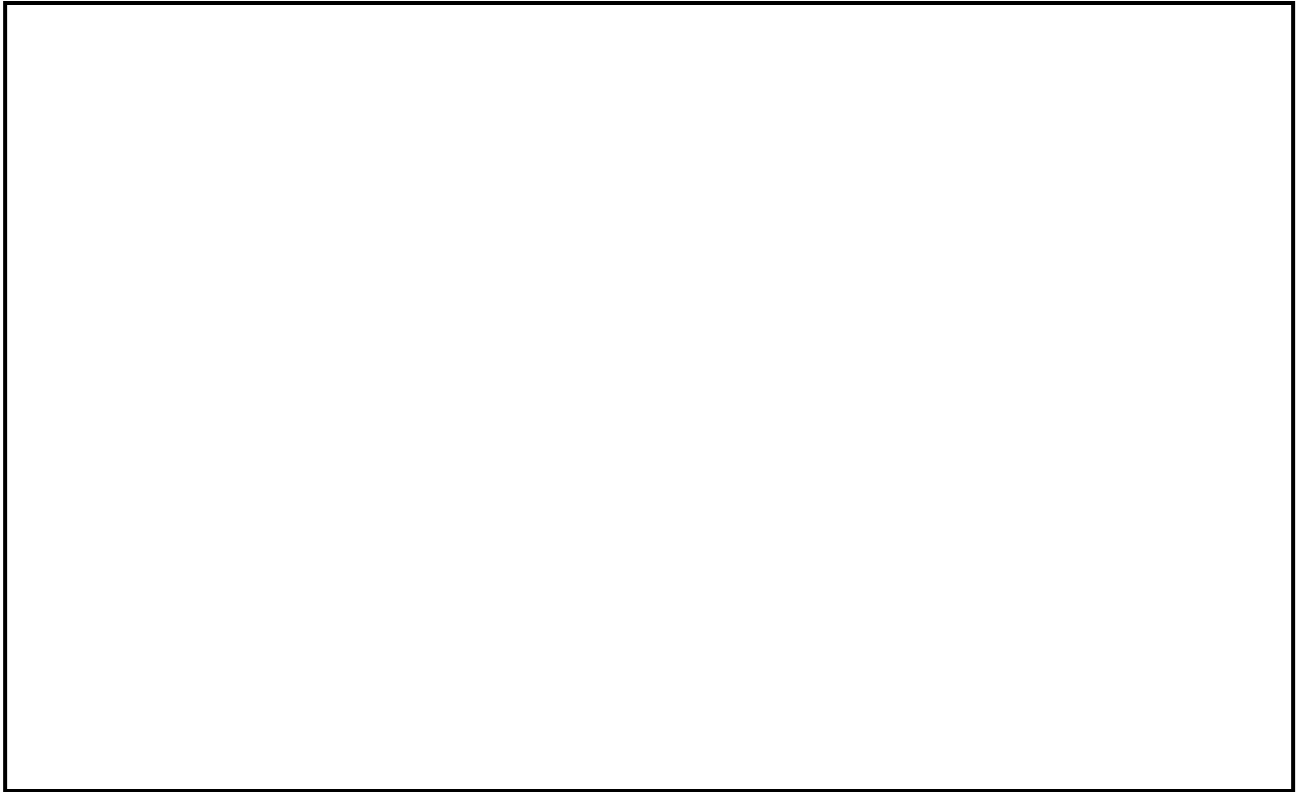
This task:

Was successfully completed ☐   Needs to be tried again ☐

Practitioner Copy

Learner Comments:

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Instructor (print):   Learner (print):

_____   _____