

OALCF Task Cover Sheet

Task Title: Internet and Email Basics

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: In this task, the learner needs to send and receive an email with an attachment.	
Competency: Send email: B: Communicate Ideas and Information D: Use Digital Technology Receive email: A: Find and Use Information D: Use Digital Technology	Task Group(s): Send email: B1: Interact with others B2: Write continuous text D.2: Perform well-defined, multi-step digital tasks Receive email: A1: Read continuous text D.2: Perform well-defined, multi-step digital tasks
Level Indicators: Send email: B1.1: Participate in brief interactions to exchange information with one other person B2.1: Write brief texts to convey simple ideas and factual information D.2: Perform well-defined multi-step digital tasks Receive email: A1.1: Read brief texts to locate specific details D.2: Perform well-defined multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Computer• Task sheet (attached)	



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Task Description: Many adults need to use email every day. Adults on all 5 goal paths may need to send and receive email.

Task 1: Create an attachment for an email message.

Task 2: Write an email to your instructor, asking for a reply to your email.

Task 3: Insert the attachment created in task 1.

Task 4: Send the email to your instructor.

Task 5: Open and read the reply email your instructor sent you.

Task 6: Reply to the email sent by your instructor.

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Performance Descriptors		Needs Work	Completes task with support of practitioner	Completes task independently
Send email:				
B1.1	<ul style="list-style-type: none"> Conveys information on familiar topics 			
	<ul style="list-style-type: none"> Chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> Participates in short, simple exchanges 			
	<ul style="list-style-type: none"> Repeats or questions to confirm understanding 			
B2.1:	<ul style="list-style-type: none"> Demonstrates some ability to use tone appropriately 			
	<ul style="list-style-type: none"> Uses strategies to maintain communication, such as encouraging responses from others and asking questions 			
D.2:	<ul style="list-style-type: none"> Selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> Locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> Makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> Begins to identify sources and evaluate information 			
	<ul style="list-style-type: none"> Performs simple searches using keywords (e.g. internet, software help menu) 			
Receive email:				
A1.1:	<ul style="list-style-type: none"> Identifies the main idea in brief texts. 			
D.2:	<ul style="list-style-type: none"> Selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> Locates and recognizes functions and commands 			

	<ul style="list-style-type: none">• Makes low-level inferences to interpret icons and text			
	<ul style="list-style-type: none">• Begins to identify sources and evaluate information			
	<ul style="list-style-type: none">• Performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature