Task Title: Internet and Email Basics

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:

In this task, the learner needs to send and receive an email with an attachment.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.2

Materials Required:

- Computer
- Email address

Learner Information

Many adults need to use email every day. Adults on all five goal paths may need to send and receive email.

Work Sheet

Task 1: Create an attachment to be uploaded to an email message.

Answer: No written response required here.
       Task completed on computer: Yes ☐   No ☐

Task 2: Write an email to your instructor, explaining the attachment and asking for a reply to your email.

Answer: No written response required here
       Task completed on computer: Yes ☐   No ☐

Task 3: Upload the attachment created in Task 1 to the email.

Answer: No written response required.
       Task completed on computer: Yes ☐   No ☐

Task 4: Send the email to your instructor.

Answer: No written response required.
       Task completed on computer: Yes ☐   No ☐

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

Answer: No written response required.
       Task completed on computer: Yes ☐   No ☐

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

Answer: No written response required here
       Task completed on computer: Yes ☐   No ☐

Answers

Answers will vary depending on messages sent and received.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	identifies the main idea in brief texts			
B1.1	conveys information on familiar topics			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	repeats or questions to confirm understanding			
B2.1	demonstrates some ability to use tone appropriately			
	uses strategies to maintain communication, such as encouraging responses from others and asking questions			

Practitioner Copy

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____