

OALCF Task Cover Sheet

Task Title: Writing a Greeting Card

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: The learner is required to write a greeting card.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A2: Interpret documents B2: Write continuous text B3: Complete and create documents B4: Express oneself creatively
Level Indicators: A2.1: Interpret very simple documents to locate specific details B2.1: Write brief texts to convey simple ideas and factual information B3.1a: Makes straightforward entries to complete very simple documents B4: Express oneself creatively, such as by writing journal entries, telling a story, and creating art	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Blank Greeting card (or use attached)• Pen/pencil	

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Task: On occasion, learners will write cards for family members and friends, to celebrate different events such as birthdays.

Instructions: Print the attached paper and fold to resemble a greeting card.

Friends and family members send birthday cards to celebrate the friend or family member's birthday. This shows that they remembered the person's birthday.

Task 1: Write the name of a friend at the top of the birthday card.

Task 2: Write a greeting to this friend on the card.

Task 3: Sign your name at the bottom of the card.



Try not to get too carried away!

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1:	<ul style="list-style-type: none"> Interprets brief text 			
B2.1:	<ul style="list-style-type: none"> Writes simple texts to request, remind, or inform 			
	<ul style="list-style-type: none"> Uses sentence structure, upper and lower case, and basic punctuation 			
B3.1a:	<ul style="list-style-type: none"> Makes entries using familiar vocabulary 			
B4:	<ul style="list-style-type: none"> Make a card for a friend, a relative, an instructor, or guest presenter 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature