

OALCF Task Cover Sheet

Task Title: Write a Short Note to a Friend

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ✓	
Task Description: Write and email a short note to a friend.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text D1: Use digital technology
Level Indicators: A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information D.1: Perform simple digital tasks according to a set procedure	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">● Computer● Pen and Paper● Dictionary	

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Learner Information and Tasks

Friends and family often write short notes in an email to each other congratulating them, or inviting them out on occasion or to send best wishes.

Optional activity: The tasks can be done by writing a short note and not using email.

Task 1: Choose one of the following scenarios for your note:

- a. Your friend gave you a gift and you would like to thank him.
- b. Your friend is celebrating an anniversary and you would like to send best wishes.
- c. Your friend has finished first in a running competition and you would like to congratulate her.

Task 2: Open an email program.

Task 3: Write a note in rough draft that is at least two sentences long. Include all important information in the note.

Task 4: Use a dictionary or spell check to locate the correct spelling of words.

Task 5: Review the note to make sure it contains all of the information.

Task 6: Make revisions to the note.

Task 7: Send out the final version of the note.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follows simple, straightforward instructional texts 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
D.1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> follows apparent steps to complete tasks 			
	<ul style="list-style-type: none"> interprets brief text and icons 			
	<ul style="list-style-type: none"> locates specific functions and information 			

This task: was successfully completed___

needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature