

Task Title: Internet and Email Basics

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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 |  |  |  |
| 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):

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