

Task Title: Write a Personal Letter and Address an Envelope

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started (m/d/yyyy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed (m/d/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Successful Completion:**  Yes No 

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

**Task Description:** The learner will write a personal letter to a friend or family member and complete a mailing envelope.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Write continuous text/B2.2
* Communicate Ideas and Information/Complete and create documents/B3.2b

**Materials Required:**

* Pen and paper and/or digital device
* Notepaper
* Envelope

# Learner Information

People will often send hand-written letters to friends or family because hand-written letters are special to the person getting the letter. Hand-written letters sent through the mail show that the writer has taken extra time and care to communicate.

Write a letter to a friend or family member who you have not seen for several months.

# Work Sheet

**Task 1: Write a rough draft of a 3-paragraph letter to a friend or family member.**

**• Tell your friend/family member about a trip or an outing   
 you have taken.**

**• Ask your friend/family member to come and visit next   
 month.**

**• Include other news you wish your friend to know about.**

Answer:

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**Task 2: Review and edit the letter. Write a good copy (final version) on notepaper.**

Answer: No response required here.

Task completed: Yes No

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**Task 3: Complete the mailing envelope. Be sure to use the correct   
 format for mailing a letter.**

Answer: No response required here.

Task completed: Yes No

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# Answers

Answers will vary.

# Performance Descriptors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| B2.2 | conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
|  | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
|  | connects ideas using paragraph structure |  |  |  |
|  | uses limited range of vocabulary and punctuation appropriate to the task |  |  |  |
|  | begins to select words and tone appropriate to the task |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |
| B3.2b | follows conventions to display information in simple documents (letter format and mailing envelope) |  |  |  |

This task:

Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print): Learner Signature:

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