

Task Title: Write a Short Email to a Friend

# 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:** Write an email to a friend.

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

* Communicate Ideas and Information/Write continuous text/B2.1
* Use Digital Technology/D.2

**Materials Required:**

* Computer or digital device with access to email program (e.g. Gmail or Hotmail)

# Learner Information

Friends and family often write short emails to each other congratulating them, inviting them out, or sending them best wishes.

Choose a person you would like to write an email to. Choose an occasion for which you could send an email. This could be an invitation to go out together, a birthday or holiday note, or another topic of your choice.

Open an email program, such as Gmail or Hotmail, on the computer.

# Work Sheet

**Task 1: Write a rough draft of a short email to a friend. It should be at least two sentences long and include all important information. Include a subject for your email.**

Answer: No written response required here.

Task completed: Yes:

**Task 2: Use a dictionary or spell check to locate the correct spelling of words.**

Answer: No written response required here.

Task completed: Yes:

**Task 3: Review the email to make sure it contains all of the information needed. Make any necessary revisions.**

Answer: No written response required here.

Task completed: Yes:

**Task 4: Show the final version of the email to your instructor.**

Answer: No written response required here.

Task completed: Yes:

**Task 5: After your instructor has reviewed your email, you may choose to send it or delete it.**

Answer: No written response required here.

Task completed: Yes:

# Answers

Answers will vary.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.1 | writes simple texts to request, remind or inform |  |  |  |
|  | conveys simple ideas and factual information |  |  |  |
|  | demonstrates a limited understanding of sequence |  |  |  |
|  | uses sentence structure, upper and lower case and basic punctuation |  |  |  |
|  | uses highly familiar vocabulary |  |  |  |
| 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**