

Task Title: Write a Short Note at Work

# 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 a note at work to exchange information with coworkers and supervisors.

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

* Find and Use Information/Read continuous text/A1.1
* Find and Use Information/Interpret documents/A2.2
* Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

* Pen/pencil and paper and/or digital device
* Dictionary or digital device with dictionary application or website

# Learner Information

Supervisors and coworkers leave notes for each other to exchange information about things that come up on their shifts.

Choose one of the following scenarios for your note:

a. Your manager has asked you to work a different shift tomorrow. Leave a note for your shift supervisor to tell him/her that you won’t be in for your normal shift.

b. A fellow employee was sick and had to go home and you need to let your manager know.

c. When you arrived at work, you found all the lights on in the office, and the computers were not turned off. Remind the next shift to do these things before they go home.

# Work Sheet

**Task 1: Write a note for the supervisor or manager or next shift. Your note should be at least two sentences. Include all necessary information.**

Answer:

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

**Task 2: Use a dictionary or dictionary website (dictionary.com) to check your spelling. Review your note to make sure you have included all necessary information. Rewrite your note if needed.**

Answer:

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

# Answers

Answers will vary but should be reviewed for accuracy and completeness.

Sample answers:

Scenario a: August 6, 2024. My manager, Heather, asked me to work a different shift tomorrow. I will be in for the afternoon shift instead of my normal morning shift. Sarah

Scenario b: August 6, 2024. My coworker, Deb, was sick today. She went home at 3pm. Sarah

Scenario c: August 6, 2024. When I arrived at work today, the office lights were on and the computers were not turned off. Please turn off the lights and computers before you leave. Sarah

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.1 | reads short texts to locate a single piece of information |  |  |  |
|  | decodes words and makes meaning of sentences in a single text |  |  |  |
|  | follows the sequence of events in straightforward chronological texts |  |  |  |
|  | follows simple, straightforward instructional texts |  |  |  |
| A2.2 | performs limited searches using one or two search criteria |  |  |  |
|  | extracts information from tables and forms |  |  |  |
|  | uses layout to locate information |  |  |  |
|  | makes connections between parts of documents |  |  |  |
| 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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