

Task Title: Writing Notes and Short Letters

# 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:** Learners will write a short thank you note in Microsoft Word or Google Docs and print it.

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

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

**Materials Required:**

* Computer and access to Microsoft Word/Google Docs and printer

# Learner Information

When someone has done something nice for you, it is polite to respond with a short note, in the form of a letter or e-mail, to say thank you – especially when you were unable to thank them in person.

Read the “Thank You Sample”.

**Thank You Sample**

Dear Jessica,

I just got the package you sent me and realized it was those brand-new speakers. Thank you so much for sending those to me. They are making my music sound brand new again. This makes me happy because I love music so much.

Thanks again for doing me that favour.

Sincerely,

Helen

# Work Sheet

**Task 1: Using Microsoft Word (or Google Docs), compose and print a short note or letter to a neighbour/friend who has just sent you some food after your recent hospital stay. Show it to your instructor.**

Answer: No written response required here.

Task completed: Yes:

# Answer Sheet

# Answers will vary from learner to learner. Learner should have printed a copy of their note and shown/given it to the instructor.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.1 | Conveys simple ideas and factual information |  |  |  |
|  | 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 |  |  |  |

This task:

Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print): Learner (print):

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