

Task Title: Write a Personal Letter

# 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.

**Competency:** B: Communicate Ideas and Information

**Task Groups:** B2. Write continuous text

B3. Complete and create documents

B4. Express oneself creatively

**Level Indicators:**

* B2.2: Write texts to explain and describe information and ideas
* B3.2b: Create simple documents to sort, display, and organize   
   information
* B4: Express oneself creatively, such as by writing journal entries,   
   telling a story, and creating art

**Performance Descriptors:** See chart on the last page

**Materials Required:**

* Pen and Scrap paper
* 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 your 3-paragraph letter.**

**• 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:

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

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

# 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 |  |  |  |
| B2.2 | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
| B2.2 | connects ideas using paragraph structure |  |  |  |
| B2.2 | uses limited range of vocabulary and punctuation appropriate to the task |  |  |  |
| B2.2 | begins to select words and tone appropriate to the task |  |  |  |
| B2.2 | begins to organize writing to communicate effectively |  |  |  |
| B3.2b | follows conventions to display information in simple documents (letter format and mailing envelope) |  |  |  |
| B4 | express oneself creatively, such as by writing journal entries, telling a story, and creating art |  |  |  |

This task:

Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature: