**OALCF Task Cover Sheet**

**Task Title:** Write a Short Note at Work

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| **Learner Name:** |
| **Date Started: Date Completed:** **Successful Completion:** Yes\_\_\_ No\_\_\_ |
| **Goal Path:** Employment ✔ Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence ✔ |
| **Task Description:** Write a note at work to exchange information with co-workers and supervisors. |
| **Competency:** A: Find and Use Information B: Communicate Ideas and Information | **Task Group(s):** A1: Read continuous text A2: Interpret documents B2: Write continuous text |
| **Level Indicators:** A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information |
| **Performance Descriptors:** see chart on last page |
| **Materials Required:** ∙ Pen and Paper and/or computer ∙ Dictionary |

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**Learner Information and Tasks**

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

Complete the following task.

**Task 1:** 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.

**Task 2:**

**Task 3: Task 4:**

Write a note that is at least two sentences. Include all necessary information in the note for the supervisor or manager or next shift.

Use a dictionary to locate the correct spelling of words.

Review the note to make sure it contains all of the information.

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| **Performance Descriptors** | **k****r****o****W****s****d****e****e****N** | **r****e****k****n****s****o****t****i****a****t****r****t****i****o****t****s****c****p****e****t****a****p****r****e****u****l****p****s****p****h****m****m****t****i****o****o****r****C****w****f** | **k****y****s****l****t****a****t****n****s****e****e****d****t****n****e****l****e****p****p****e****m****d****o****n****C****i** |
| 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 |  |  |  |
|  | ∙ follow 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\_\_\_

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| **Learner Comments** |
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