**OALCF Task Cover Sheet**

**Task Title:** Write a Short Note for your Tutor

|  |  |
| --- | --- |
| **Learner Name:** | |
| **Date Started: Date Completed:**  **Successful Completion:** Yes\_\_\_ No\_\_\_ | |
| **Goal Path:** Employment **✔** Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence **✔** | |
| **Task Description:**  Write a short note to exchange information with your tutor. | |
| **Competency:**  A: Find and Use Information  B: Communicate Ideas and Information  E: Manage Learning  F: Engage with Others | **Task Group(s):**  A1: Read continuous text  B2: Write continuous text  E: Manage Learning  F: Engage with Others |
| **Level Indicators:**  A1.1: Read brief texts to locate specific details  B2.1: Write brief texts to convey simple ideas and factual information  E.2: Set realistic, short- and long-term goals, use a limited number of learning strategies and monitor own learning  F: Engage with Others | |
| **Performance Descriptors:** see chart on last page | |
| **Materials Required:**   * Pen and Paper and/or computer * Dictionary | |

**Task Title: Write a Short Note for your Tutor**

Learner Information and Tasks

Tutors and learners need to occasionally exchange information about schedules and explain absences.

Complete the following task.

**Task 1:** Choose one of the following scenarios for your note:

* 1. You have been ill for a week because you had the flu.
  2. You have an opportunity to work for the month of December and would like to postpone tutoring for that month.
  3. You have been invited by the local literacy network to attend a special dinner and award ceremony and you would like to accept the invitation from your tutor.

**Task 2:** Write a note in rough draft that is at least two sentences. Include all important information in the note. Remember to let your tutor know when you will be ready to attend training again.

**Task 3:** Use a dictionary to locate the correct spelling of words.

**Task 4:** Review the note to make sure it contains all of the information.

**Task 5:** Write out the final version of the note.

**Task Title:** Write a Short Note for your Tutor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |
|  | * follow simple, straightforward instructional texts |  |  |  |
| 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 |  |  |  |
| E.2 | * identifies barriers to achieving goals |  |  |  |
|  | * begins to adjust goals, activities and timelines to address obstacles to achieving goals |  |  |  |
|  | * monitors own learning |  |  |  |
| F | * recognizes roles of others |  |  |  |
|  | * acknowledges/identifies responsibilities |  |  |  |
|  | * accepts one’s share of responsibilities |  |  |  |

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

|  |
| --- |
| Learner Comments |
|  |

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

#### Instructor (print) Learner Signature