



Task Title: Write a Notice to Advertise an Event

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The Learner will write a notice to advertise an event.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Workers may need to write a notice to advertise an event. Notices might be posted on a bulletin board or placed as an ad in a flyer or newspaper.

Look at the “Sample notice to advertise an event”.

Sample Notice to Advertise an Event

On Friday, January 8, Brenda’s Hair2There Salon will hold its annual Ladies Night. This event will take place from 7:00 to 9:00 pm. Every customer will receive a complimentary mini manicure. Yummy drinks and snacks, as well as door prizes, make this event a must. Come out for a night of fun and pampering!

Work Sheet

Task 1: Write a notice for the newspaper advertising an upcoming event at Frank's Fishing.

You need to keep your advertisement under 60 words because the newspaper charges more if it is longer.

Include the following:

- **Blow-out sale at Frank's Fishing store**
- **Event will be outdoors, in the parking lot, rain or shine**
- **Everything 50% off**
- **Saturday, September 14**
- **2:00 to 6:00 pm**
- **Barbeque with free hot dogs**

Answer:
