



Task Title: Letter from Landlord

OALCF Task Cover Sheet - Practitioner 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 read a letter from a landlord about repairs and answer questions.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pencil/pen and paper and/or digital device

Learner Information

Tenants rent an apartment or house or lease property to run a business. Tenants need to let the landlord know if there is a problem. As well, the landlord may let the tenants know when he or she is coming to fix something or to do regular maintenance.

Read the “Letter from the Landlord to the Tenants”.

Letter from the Landlord to the Tenants

Dear Tenants,

Thank you for sharing your concern about the kitchen sink. I will be coming by this Wednesday, January 15th, around noon to reapply the caulking around the sink. This will prevent water from leaking through. The swelling of the counter around the sink should go down a couple days after I fix it. If it does not, I would like to be informed so I can further investigate the problem.

Also, after I apply the caulking, you will not be able to use the sink for the next 12 hours. In the future, please wipe up any excess water after washing dishes to prolong the life of the caulking.

If you need to contact me, I can be reached at 905-555-1547(home) or at 905-555-6589.

Sincerely,

Mr. James Smith

Worksheet

Task 1: What are the two things the tenants are concerned about?

Answer:

Task 2: What is the landlord going to do about the problem?

Answer:

Task 3: How long should the tenants wait to contact the landlord if the problem still exists?

Answer:

Task 4: What may have caused the problem in the first place?

Answer:

Task 5: How can the tenant contact the landlord?

Answer:

Answers

Task 1: What are the two things the tenants are concerned about?

Answer: Kitchen sink leaking and the swelling of the counter around the sink.

Task 2: What is the landlord going to do about the problem?

Answer: Reapply the caulking around the sink.

Task 3: How long should the tenants wait to contact the landlord if the problem still exists?

Answer: A couple of days

Task 4: What may have caused the problem in the first place?

Answer: Not wiping up excess water after washing the dishes

Task 5: How can the tenant contact the landlord?

Answer: (Calling/phoning) 905-555-1547 or 905-555-6589

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner Signature:
