

Task Title: Write a Thank You Note

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will write the text for a thank you note.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Thank you notes are used to thank someone for a gift or favour. Thank you notes tell the giver how their gift or favour will be useful. A thank you note lets the giver know the gift or favour is appreciated.

Read the “Sample Thank You Note”.

**Sample Thank You Note**

Dear Heather,

Thank you for your help last week. You were so kind to take care of Pete for me. Friends like you, who can be depended upon to show up in a pinch, are hard to find. With your help, I was able to keep my doctor's appointment as planned.

I appreciate your help. You are a good friend!

Thank you again.

With warm regards,

Sarah

# Work Sheet

**Task 1: Write a thank you note to someone for a recent gift or favour.**

Answer:

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

# Answers

Answers will vary. The learner’s writing should be assessed for content as well as spelling, grammar, punctuation.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| 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

Learner Comments:

Instructor (print): Learner (print):

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