**OALCF Task Cover Sheet**

**Task Title:** Write a Short Note to a Friend

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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 and email a short note to a friend. | |
| **Competency:**  A: Find and Use Information  B: Communicate Ideas and Information  D: Use Digital Technology | **Task Group(s):**  A1: Read continuous text  A2: Interpret documents  B2: Write continuous text  D1: Use digital technology |
| **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  D.1: Perform simple digital tasks according to a set procedure | |
| **Performance Descriptors:** see chart on last page | |
| **Materials Required:**   * Computer * Pen and Paper * Dictionary | |

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Learner Information and Tasks

Friends and family often write short notes in an email to each other congratulating them, or inviting them out on occasion or to send best wishes.

Optional activity: The tasks can be done by writing a short note and not using email.

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

* + 1. Your friend gave you a gift and you would like to thank him.
    2. Your friend is celebrating an anniversary and you would like to send best wishes.
    3. Your friend has finished first in a running competition and you would like to congratulate her.

**Task 2:** Open an email program.

**Task 3:** Write a note in rough draft that is at least two sentences long. Include all important information in the note.

**Task 4:** Use a dictionary or spell check to locate the correct spelling of words.

**Task 5:** Review the note to make sure it contains all of the information.

**Task 6:** Make revisions to the note.

**Task 7:** Send out the final version of the note.

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| 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 |  |  |  |
|  | * follows 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 |  |  |  |
| D.1 | * follows simple prompts |  |  |  |
|  | * follows apparent steps to complete tasks |  |  |  |
|  | * interprets brief text and icons |  |  |  |
|  | * locates specific functions and information |  |  |  |

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

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| Learner Comments |
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#### Instructor (print) Learner Signature