**OALCF Task Cover Sheet**

**Task Title:** Write a Short Note to Your Child’s Teacher

|  |  |
| --- | --- |
| **Learner Name:** | |
| **Date Started: Date Completed:**  **Successful Completion:** Yes\_\_\_ No\_\_\_ | |
| **Goal Path:** Employment\_\_\_ Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence **✔** | |
| **Task Description:**  Write a note to the teacher to explain a child's absence from class. | |
| **Competency:**  A: Find and Use Information  B: Communicate Ideas and Information | **Task Group(s):**  A1: Read continuous text  B2: Write continuous text |
| **Level Indicators:**  A1.1: Read brief texts to locate specific details  B2.1: Write brief texts to convey simple ideas and factual information | |
| **Performance Descriptors:** see chart on last page | |
| **Materials Required:**   * Pen and paper or computer * Dictionary | |

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

**Learner Information and Tasks**

Parents occasionally need to write notes to teachers to explain a child's absence or to inform the teacher if a child needs to be excused from class.

**Task 1:** Choose one of the following scenarios:

* 1. Your child was sick yesterday and missed school
  2. Your child has a dentist appointment at 2:00 p.m. today and will need to leave class a half an hour before the appointment
  3. Your child will not be in class tomorrow because of an appointment with the doctor.

**Task 2:** Write a note that is at least two sentences. Include the important information in the note, including the time and reason of absence.

**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 Title:** Write a Short Note to a Teacher

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |

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

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

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

#### Instructor (print) Learner Signature