

*Task prepared for the project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014)*

Task Title: Writing Notes and Short Letters

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started (m/d/yyyy):**

**Date Completed (m/d/yyyy):**

**Successful Completion:**  Yes No

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

**Task Description:** Learners will write a short thank you note (context given)   
 in Microsoft Word or Google Docs and print it.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

D: Use Digital Technology

**Task Groups:** A1: Read continuous text

B2: Write continuous text

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* B2.2: Write texts to explain and describe information and ideas
* D2: Perform well-defined, multi-step digital tasks

**Performance Descriptors:** See chart on last page

**Materials Required:**

* Example sheet
* Learner information and task sheet
* Computer and access to Microsoft Word/Google Docs and printer

# Learner Information

When someone has done something nice for you, it is polite to respond with a short note, in the form of a letter or e-mail, to say thanks – especially when you were unable to thank them in person.

# Work Sheet

**Task 1: Look at the example of a thank you note. Using Microsoft Word (or Google Docs), compose and print a short note or letter to a neighbour/friend who has just sent you some food after your short hospital stay.**

**Example:**

Dear Jessica,

I just got the package you sent me and realized it was those brand-new speakers. Thank you so much for sending those to me. They are making my music sound brand new again. This makes me happy because I love music so much.

Thanks again for doing me that favour.

Sincerely,

Helen

# Answer Sheet

# Answers to the Task Question will vary from learner to learner.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.1 | Decodes words and makes meaning of sentences in a single text |  |  |  |
|  | Follows the sequence of events in straightforward chronological texts |  |  |  |
| B2.1 | Conveys simple ideas and factual information |  |  |  |
|  | Uses sentence structure, upper and lower case and basic punctuation |  |  |  |
|  | Uses highly familiar vocabulary |  |  |  |
| D.2 | Selects and follows appropriate steps to complete tasks |  |  |  |
|  | Locates and recognizes functions and commands |  |  |  |

This task:

Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):