



**Task Title: Compose a Paragraph which Conveys Information**  
OALCF Cover Sheet – Learner 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 write a paragraph based on a personal interest.

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

- Communicate Ideas and Information/Write continuous text/B2.1
- Manage Learning/E.2

**Materials Required:**

- Pen/pencil and paper and/or digital device with word processing program (e.g., Microsoft Word or Google Docs)
- Printer (optional)
- Dictionary and thesaurus or digital device with dictionary and thesaurus functions

## Learner Information

Reviewing your writing for errors can help improve skills like spelling and grammar. Writing also gives you a chance to focus on how you express ideas on paper.

## Work Sheet

**Task 1: Choose one of the following subjects to write about and circle or highlight your choice. Write your choice below if you are completing this task digitally.**

- **First day returning to adult classes**
- **A special day in your life**
- **A place you have visited**
- **A job you would like**
- **Any memorable event**
- **An important person in your life**

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**Task 2: Write down at least five ideas you have about this topic. Highlight or circle your best ideas.**

Answer:

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**Task 3: Write a paragraph of at least five sentences on this topic.**

Answer:

Task Title: ComposeAParagraph\_S\_B2.1\_E.2

**Task 4: Read over your rough copy looking for spelling or grammar mistakes. If you have typed your paragraph, you may use spellcheck on your computer. You may also use a dictionary or thesaurus. Make any changes to correct your draft. Write your revised draft here. Your final copy does not have to be perfect, but it should clearly express your ideas.**

Answer:

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**Task 5: Give your final copy to your instructor. If you used a computer to write your paragraph, you may show it to your instructor or print it off if a printer is available.**

Answer: No written response required here.

Task completed: Yes:

**Task 6: Complete the Learner's Self-Reflection below.**

**Learner's Self-Reflection:**

1. I was able to come up with ideas on my topic. Yes  No
2. I wrote the rough copy by myself. Yes  No
3. I made some changes to make the paragraph better. Yes  No
4. I stayed on the same topic throughout the paragraph. Yes  No
5. My information was clear so that anyone could understand. Yes  No
6. Most of the time, I wrote complete sentences. Yes  No
7. I was able to find some of my errors. Yes  No
8. I checked the spelling of words that I was unsure of. Yes  No
9. If handwritten, my final copy looked neat and legible. Yes  No