



Task Title: Respond to an Invitation

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 read a party invitation, enter the information on a calendar, and draft an email reply.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: RespondToAnInvitation_I_A2.1_B2.1

Learner Information

People often receive invitations to special occasions. Invitations usually require a response.

Scan the “50th Anniversary Party” invitation and “September 2025” calendar.



We are pleased to invite you to our anniversary party. We will be celebrating 50 years of marriage together.

Please join us at our home on Sunday, September 21, 2025.

Please bring one small dish to contribute to our potluck dinner at 5:30pm.

Please email or phone Malia before September 15th to let us know if you will be attending and if you will be bringing a guest.

SEPTEMBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Work Sheet

Task 1: On the invitation, circle the date of the party. If you are doing this task online, write the date below.

Answer:

Task 2: On the calendar, write “anniversary party” on the date of the party.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: On the calendar, write “respond to invitation” on the last day you can respond.

Answer: No written response required here.

Task completed: Yes: ☐

Task 4: What are you expected to bring with you to the party?

Answer:

Task 5: Draft a response email including

- Your name and date you are sending the email
- Yes, you are able to attend the party
- You will bring cheese and crackers
- You will be late and arrive at 6:30pm
- You will be bringing your partner with you

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Answer:
