



**Task Title: Write a Reminder Note About Plans**

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 note to a co-worker to remind them of plans.

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

- Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

- Pen/pencil and paper and/or digital device

Learner Information

Co-workers may write reminder notes to each other. These notes are to remind co-workers about appointments out of the office or duties they need to complete.

Scan the "Reminder Note" template.

Reminder Note

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**(signature)**

