



Task Title: Write A Short Note For Your Tutor

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 short note to exchange information with their tutor.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Communicate Ideas and Information/Write continuous text/B2.1
- Manage Learning/E.2
- Engage With Others/F

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Tutors and learners need to occasionally exchange information about schedules and explain absences.

Read the following three scenarios and choose one.

Scenario A: You have been ill for a week because you had the flu.

Scenario B: You have an opportunity to work for the month of December and would like to postpone tutoring for that month.

Scenario C: You have been invited by the local literacy network to attend a special dinner and award ceremony. You would like to accept the invitation from your tutor.

Work Sheet

Task 1: Based on the scenario you have chosen, write a rough draft of a note to your tutor that is at least two sentences. Include all important information in the note. Remember to let your tutor know when you will be ready to attend training again.

Answer:

Task 2: Use a dictionary or online resource (e.g. www.dictionary.com) to double-check the correct spelling of words.

Answer: No written response required here.

Task completed: Yes: No:

Task 3: Review the note to make sure it contains all necessary information.

Answer: No written response required here.

Task completed: Yes: No:

Task 4: Write a final version of your note with any edits or changes. Give the final version to your instructor.

Answer: