



Task Title: Write a Short Note at Work

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: Write a note at work to exchange information with coworkers and supervisors.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Dictionary or digital device with dictionary application or website

Learner Information

Supervisors and coworkers leave notes for each other to exchange information about things that come up on their shifts.

Choose one of the following scenarios for your note:

- a. Your manager has asked you to work a different shift tomorrow. Leave a note for your shift supervisor to tell him/her that you won't be in for your normal shift.

- b. A fellow employee was sick and had to go home and you need to let your manager know.

- c. When you arrived at work, you found all the lights on in the office, and the computers were not turned off. Remind the next shift to do these things before they go home.

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Work Sheet

Task 1: Write a note for the supervisor or manager or next shift. Your note should be at least two sentences. Include all necessary information.

Answer:

Task 2: Use a dictionary or dictionary website (dictionary.com) to check your spelling. Review your note to make sure you have included all necessary information. Rewrite your note if needed.

Answer:
