



Task Title: Write a Personal Letter

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description: The learner will write a personal letter to a friend or family member and complete a mailing envelope.

Competency: B: Communicate Ideas and Information

Task Groups: B2. Write continuous text
B3. Complete and create documents
B4. Express oneself creatively

Level Indicators:

- B2.2: Write texts to explain and describe information and ideas
- B3.2b: Create simple documents to sort, display, and organize information
- B4: Express oneself creatively, such as by writing journal entries, telling a story, and creating art

Materials Required:

- Pen and Scrap paper
- Notepaper
- Envelope

Learner Information

People will often send hand-written letters to friends or family because hand-written letters are special to the person getting the letter. Hand-written letters sent through the mail show that the writer has taken extra time and care to communicate.

Write a letter to a friend or family member who you have not seen for several months.

Work Sheet

Task 1: Write a rough draft of your 3-paragraph letter.

- **Tell your friend/family member about a trip or an outing you have taken.**
- **Ask your friend/family member to come and visit next month.**
- **Include other news you wish your friend to know about.**

Answer:

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Task 2: Review and edit the final letter. Write the good copy on notepaper.

Task 3: Complete the mailing envelope. Be sure to use the correct format for mailing a letter.