



Task prepared for the project "Using Technology to Facilitate Connections between Literacy and the Broader Community" (2014)

Task Title: Writing a Letter to a College or Program Requesting Information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Learners will write a letter to a college/program requesting information about admission requirements and course offerings.

Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology

Task Groups: A1: Read continuous text
B2: Write continuous text

Level Indicators:

- A1.2: Read texts to locate and connect ideas and information
- A1.3: Read longer texts to connect, evaluate and integrate ideas and information (website, if used)
- B2.2: Write texts to explain and describe information and ideas
- D.2: Perform well-defined, multi-step digital tasks (if learner opts to use word-processor to do letter or to access online help)

Task Title: Writing a Letter to a College_EI_A1.2_A1.3_B2.2_D2

Performance Descriptors: See chart on last page

Materials Required:

- Learner information and task sheet
- Sample letter
- 8 ½" x 11" paper and/or digital device
- Pen or access to word processor and printer

Learner Information

Writing a business letter is an activity that will come up in many occupations or as part of post-secondary education.

Sample Business Letter

Centre for Lifelong Learning
1230 King Street
London, Ontario N5W 2Y2

May 31, 2021

Mr. John Montagne, Registrar
Toronto Community College
100 Dundas Street
Toronto, Ontario M5W 2K1

Dear Mr. Montagne:

My name is Helen Jones, and I am a qualified teacher registered with OCT. I have completed an AQ course, Reading Part I, and would like to upgrade my education by completing Reading Part II this summer; full distance-online. My status for this course is conditional upon receipt of a Teaching Experience form. I have enclosed a Certificate of Teaching Experience form that must be signed by you in order to fulfill the current requirements of my acceptance into this course.

I am currently employed at the Centre for Lifelong Learning as a Literacy and Basic Skills instructor. I have been employed with the Centre since the summer of 2017. I teach adults reading, writing, and math skills, ranging from the most basic concepts to concepts related to Grade 9 and 10 curriculum.

If you would please sign this form and send it back to the Centre for Lifelong Learning, I would greatly appreciate it. If you require any additional information, please contact me or Jane Marvin, my principal, at (519) 000-0000 to discuss my teaching experience.

Yours sincerely,

Helen Jones

Enclosure

Task Title: Writing a Letter to a College_EI_A1.2_A1.3_B2.2_D2

Work Sheet

Task 1: Look at the sample business letter. Write a letter to a college / program you are interested in attending, requesting information about admission requirements, course offerings, and anything else you want to know. For more help with your business letter, go to: <http://www.wikihow.com/Write-a-Business-Letter>

Answer:

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Obtains information from detailed reading			
A1.3	Manages unfamiliar elements (e.g., vocabulary, context, topic) to complete tasks			
A1.3	Infers meaning which is not explicit in texts			
A1.3	Uses organizational features, such as headings, to locate information			
A1.3	Obtains information from detailed reading			
B2.2	Writes texts to explain and describe			
B2.2	Conveys intended meaning on familiar topics for a limited range of purposes and audiences			
B2.2	Begins to sequence writing with some attention to organizing principles (e.g., time, importance)			
B2.2	Connects ideas using paragraph structure			
B2.2	Uses limited range of vocabulary and punctuation appropriate to the task			
B2.2	Begins to select words and tone appropriate to the task			
B2.2	Begins to organize writing to communicate effectively			

Task Title: Writing a Letter to a College_EI_A1.2_A1.3_B2.2_D2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	Selects and follows appropriate steps to complete tasks			
D.2	Locates and recognizes functions and commands			

Task Title: Writing a Letter to a College_EI_A1.2_A1.3_B2.2_D2

Performance Descriptors 2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

URLs

<http://www.wikihow.com/Write-a-Business-Letter>

A Wikihow on how to write a Business Letter.