



## OALCF Task Cover Sheet

**Task Title: Compose a paragraph which conveys information**

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment ___ Apprenticeship___ Secondary School <input checked="" type="checkbox"/> Post Secondary___ Independence___	
<b>Task Description:</b> The learner will write a paragraph based on personal interest.	
<b>Competency:</b> B: Communicate ideas and information	<b>Task Group(s):</b> B2: Write continuous text
<b>Level Indicators:</b> B2.1: Write brief texts to convey simple ideas and factual information	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Paper and pencil or pen or computer</li><li>• Dictionary or thesaurus</li></ul>	

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### **Practitioner Instructions:**

1. Review the learner's instructions with the student.
2. Go over the checklists with your learner so that they are aware of the skills to be demonstrated.
3. When they have completed the activity, complete the evaluation together with them, enter the date completed, and note whether it was successful or needs to be tried again.

### **Practitioner Information:**

Paragraphs may be typed on the computer or handwritten. To evaluate, look at both the rough copy and the final copy. Most of the skills listed on the evaluation checklist should be completed successfully, although frequent spelling and grammar errors are expected at this level. Emphasis should be on content. There is no time requirement. If needed, this activity may be completed over more than one class session.

### **Help Allowed:**

Brainstorming and the rough copy should be completed independently by the learner. The practitioner may help with the process of editing grammar and spelling errors, but the learner should be able to identify some of the errors. A dictionary, thesaurus or spell-check may be used.

**Adaptation:** Any topic relevant to the learner may be chosen.

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**Learner Information and Instructions:**

**Task 1:** Choose one of the following subjects to write about:

- a. First day returning to adult classes
- b. A special day in your life
- c. A place you have visited
- d. A job you would like
- e. Any memorable event
- f. An important person in your life

Jot down all of your ideas on this topic. Choose your best ideas.

**Task 2:** Write a paragraph of at least five sentences on this topic.

**Task 3:** Read over your rough copy looking for spelling or grammar mistakes. You may use spellcheck on your computer, or use a dictionary. Your final copy does not have to be perfect, but it should clearly express your ideas.

**Task 4:** Rewrite or print off a final copy.

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**Learner's self reflection:**

1. I was able to come up with ideas on my topic. Yes  No
2. I wrote the rough copy by myself. Yes  No
3. I made some changes to make the paragraph better. Yes  No
4. I stayed on the same topic throughout the paragraph. Yes  No
5. My information was clear so that anyone could understand. Yes  No
6. Most of the time, I wrote complete sentences. Yes  No
7. I was able to find some of my errors. Yes  No
8. I checked the spelling of words that I was unsure of. Yes  No
9. My final copy looked neat and legible Yes  No

Other comments:

Task Title: Compose a paragraph which conveys information—Anchor papers

These three samples would indicate successful completion of composing a paragraph at Level 1.

Sample 1: Starting at the Literacy Council

When I started at the Literacy Council, three years ago I couldn't read or write. I am taking a Correspondence course in English and with my tutor I am working in Lambach Skill Book 3. It is helping in spelling and reading. I find my tutor very helpful and when she is not here the other tutors will help out. We are all just like family here and help each other.

## Sample 2: Bingo

I went to bingo and I won a whole bunch of money. I was happy and excited. I went to pay off bills. Then I went to give money to my school to help them. I went out and got a new computer and clothes. I went on a trip. I gave money to my friends. I gave money to the home less.

If the doctor told me I was going <sup>to have</sup> twins I'd be stuned. After it kicked in I would probably be happy. Then I'd have to go home and try to tell my husband without giving him a heart attack. We would have to go and break the news to our parents. We would sit down and figure out how much money we have now and if that's going to be enough to support our new family. Are we going to be good enough parents to give our kids what they deserve?

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
B2.1	<ul style="list-style-type: none"><li>writes simple texts to request, remind or inform</li></ul>			
	<ul style="list-style-type: none"><li>conveys simple ideas and factual information</li></ul>			
	<ul style="list-style-type: none"><li>demonstrates a limited understanding of sequence</li></ul>			
	<ul style="list-style-type: none"><li>uses sentence structure, upper and lower case and basic punctuation</li></ul>			
	<ul style="list-style-type: none"><li>uses highly familiar vocabulary</li></ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**