



**Task Title: Write a Notice to Advertise an Event**

OALCF Cover Sheet – Practitioner 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 notice to advertise an event.

**Main Competency/Task Group/Level Indicator:**

- Communicate Ideas and Information/Write continuous text/B2.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

## Learner Information

Workers may need to write a notice to advertise an event. Notices might be posted on a bulletin board or placed as an ad in a flyer or newspaper.

Look at the “Sample notice to advertise an event”.

### **Sample Notice to Advertise an Event**

On Friday, January 8, Brenda’s Hair2There Salon will hold its annual Ladies Night. This event will take place from 7:00 to 9:00 pm. Every customer will receive a complimentary mini manicure. Yummy drinks and snacks, as well as door prizes, make this event a must. Come out for a night of fun and pampering!

## Work Sheet

**Task 1: Write a notice for the newspaper advertising an upcoming event at Frank's Fishing.**

**You need to keep your advertisement under 60 words because the newspaper charges more if it is longer.**

**Include the following:**

- **Blow-out sale at Frank's Fishing store**
- **Event will be outdoors, in the parking lot, rain or shine**
- **Everything 50% off**
- **Saturday, September 14**
- **2:00 to 6:00 pm**
- **Barbeque with free hot dogs**

Answer:

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## Answers

**Task 1: Write a notice for the newspaper advertising an upcoming event at Frank's Fishing.**

**You need to keep your advertisement under 60 words because the newspaper charges more if it is longer.**

**Include the following:**

- **Blow-out sale at Frank's Fishing store**
- **Event will be outdoors, in the parking lot, rain or shine**
- **Everything 50% off**
- **Saturday September 14**
- **2:00 to 6:00 pm**
- **Barbeque with free hot dogs**

Answers will vary. A sample answer is as follows:

Frank's Fishing will hold a blow-out sale on Saturday, September 14 from 2:00 to 6:00 pm. Everything in the store will be 50% off! The sale will take place in the parking lot, rain or shine. There will be a barbeque with free hot dogs. Come out for a great day at Frank's Fishing!

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			

This task: Was successfully completed  Needs to be tried again

Task Title: WriteNoticeToAdvertiseEvent\_E\_B2.2

Learner Comments:

Instructor (print):

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Learner (print):

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