



**Task Title: Write A Short Note For Your Tutor**

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 short note to exchange information with their tutor.

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

- Find and Use Information/Read continuous text/A1.1
- Communicate Ideas and Information/Write continuous text/B2.1
- Manage Learning/E.2
- Engage With Others/F

**Materials Required:**

- Pen/pencil and paper and/or digital device

## Learner Information

Tutors and learners need to occasionally exchange information about schedules and explain absences.

Read the following three scenarios and choose one.

Scenario A: You have been ill for a week because you had the flu.

Scenario B: You have an opportunity to work for the month of December and would like to postpone tutoring for that month.

Scenario C: You have been invited by the local literacy network to attend a special dinner and award ceremony. You would like to accept the invitation from your tutor.

## Work Sheet

**Task 1: Based on the scenario you have chosen, write a rough draft of a note to your tutor that is at least two sentences. Include all important information in the note. Remember to let your tutor know when you will be ready to attend training again.**

Answer:

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**Task 2: Use a dictionary or online resource (e.g. [www.dictionary.com](http://www.dictionary.com)) to double-check the correct spelling of words.**

Answer: No written response required here.

Task completed: Yes:  No:

**Task 3: Review the note to make sure it contains all necessary information.**

Answer: No written response required here.

Task completed: Yes:  No:

**Task 4: Write a final version of your note with any edits or changes. Give the final version to your instructor.**

Answer:

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## Answers

Answers will vary.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	reads short texts to locate a single piece of information			
	decodes words and makes meaning of sentences in a single text			
	follow simple, straightforward instructional texts			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			

Task Title: WriteShortNoteForYourTutor\_EI\_A1.1\_B2.1\_E.2\_F

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
E.2	identifies barriers to achieving goals			
	begins to adjust goals, activities and timelines to address obstacles to achieving goals			
	monitors own learning			
F	recognizes roles of others			
	acknowledges/identifies responsibilities			
	accepts one's share of responsibilities			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_