

OALCF Task Cover Sheet

Task Title: Writing a Personal Letter

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ✓	
Task Description: In this task set, a learner is asked to write a letter to a friend or a relative (e.g. grandparent, uncle or aunt) who prefers a written, personal letter because they don't use or have access to internet communications.	
Competencies: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read continuous text B2: Write continuous text
Level Indicators: A1.1: Read brief texts to locate specific details B2.1: Write brief texts to convey simple ideas and factual information B2.2: Write texts to explain and describe information and ideas	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Question or Task Sheet• Letter can be written by hand or on computer and printed (if on computer you add the competency D. Use Digital Technology (D.1))	

Instructor Preparation: Review the Tasks. Help the learner prepare with skill-building activities. Ensure that the learner understand the structure of a personal letter including its key elements: return address, date, opening greeting, body, closing and signature.

Task Title: Writing a Personal Letter

Personal letters are an excellent way to communicate personal experiences, events and feelings to a friend or relative. It is like an update or an extended “status” update that you might post on a social networking site such as Facebook. While personal letters are not as formal as business letters, they do follow a specific format that ensures all key information is included in the letter.

In this task, think about an older relative or friend who would like to receive a personal letter from you. If you can't think of someone, consider using “Auntie Pearl”. She is your great aunt on your father's side in her late 70s. She does not use computers or the internet. She was always kind to you as a child and has a great interest in how you are doing now that you don't live in the same small city as her. Please give her an update on your life.

Task 1: Who are you writing your personal letter to?

Task 2: Name the three types of information that should be included at the beginning of a personal letter.

Task 3: What will be the opening greeting or salutation of your letter?

Task 4: Name three things happening in your life that you could include in the personal letter. E.g. events that recently happened, new information about your personal or work life, new information about where you live, etc.

Task 5: What will be the closing sentence in your letter (the one just before the signature)?

Task 6: Write your letter. You can write it out by hand, or type in on the computer.

Task Title: Writing a Personal Letter – ANSWER SHEET

Task 1: Name the individual to whom you will be writing your personal letter.

Name of relative or friend or “Auntie Pearl”

Task 2: Name the three types of information that should be included at the beginning of a personal letter.

Return address, date and opening greeting or salutation

Task 3: What will be the opening greeting or salutation of your letter?

Dear or Dearest (Name) or Auntie Pearl or it can be more informal, e.g. “Hello (Name)”

Task 4: Name three things happening in your life that you could include in the personal letter. E.g. events that recently happened, new information about your personal or work life, new information about where you live, etc.

The learner should provide three things or pieces of information about their life.

Task 5: What will be the closing sentence in your letter (the one just before the signature)?

Personal letters usually have a sentence that expresses kind, personal feelings towards the person to whom they are writing. The learner can express his/her own thoughts in the sentence. E.g. “I think of you often and wish you the best.” “All the best in the coming weeks.” “I hope to hear from you soon.”

Task 6: Write out by hand or type out on the computer your personal letter.

The learner should prepare a final draft of the letter. Be sure that it contains all the key elements of a personal letter. Use the performance indicators to assess the final draft.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
	<ul style="list-style-type: none"> identifies the main idea in brief texts 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
	<ul style="list-style-type: none"> connects ideas using paragraph structure 			
	<ul style="list-style-type: none"> uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate effectively 			

