



Practitioner submitted task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Plan Your Theme Party

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ✓	
Task Description: The learner will plan a theme party and make decisions as to how to decorate, what food/drink to acquire, and who to invite. Learners also have the option to consider accommodations for their guests.	
Competency: B: Communicate Ideas and Information F: Engage with Others (Task 4 optional)	Task Group(s): B2: Write continuous text B3: Complete and create documents B4: Express oneself creatively
Level Indicators: B2.1: Write brief texts to convey simple ideas and factual information B2.2: Write texts to explain and describe information and ideas (Task 4 optional) B3.1b: Create very simple documents to display and organize a limited amount of information B4: Express oneself creatively, such as by writing journal entries, telling a story and creating art	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen or pencil	

Instructor Notes:

The final task (Task 4) is optional and can easily be omitted from the task set. If appropriate for the learner, this task will provide the opportunity to include the *Engage with Others* competency. Learners may require some extra assistance with this task. Answers can be provided in point-form for all tasks (excluding the optional Task 4).



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Learner Information and Tasks:

You are going to plan a theme party. Throwing your own theme party can be fun. However, parties require planning if they are to be successful. Be creative and make plans that represent your hobbies and interests. Choose your party theme and complete the following tasks to plan your party.

My theme will be: _____

Task 1: You will need to decorate your home to match the theme of your party. What are 3 items that you will need to decorate your home?

Task 2: You should invite friends and family to your party. List 5 people that you will invite.

Task 3: Your guests will need to eat. Create a shopping list of the food and drinks that you will have at your party.

Task 4: You want to make sure that everyone has a wonderful time at your party. Some of your guests may require special consideration. For example, they may be vegetarians or have other dietary restrictions. Some may have small children that could be running around your home during the party. Other guests may require assistance getting into and around your home if they have disabilities. Review your guest list. Write a short paragraph describing what further steps you will need to take as the host to ensure that the needs of your guests are met.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<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"> uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate affectively 			
B3.1b	<ul style="list-style-type: none"> follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) 			
	<ul style="list-style-type: none"> organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially) 			
	<ul style="list-style-type: none"> includes titles where required 			
	<ul style="list-style-type: none"> uses labels and headings to organize content 			
	<ul style="list-style-type: none"> presents text and numbers below one or more headings in lists 			
B4	<ul style="list-style-type: none"> Express oneself creatively, such as by writing journal entries, telling a story and creating art 			
F.	<ul style="list-style-type: none"> acknowledges/identifies responsibilities 			
	<ul style="list-style-type: none"> makes contributions that take into account one's strengths and limitations 			

This task: was successfully completed _____ needs to be tried again _____

Learner Comments

Instructor (print)

Learner Signature