

OALCF Task Cover Sheet

Task Title: Read Personal Letters

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment___ Apprenticeship___ Secondary School___ Post Secondary___ Independence✓	
Task Description: Read and understand personal letters from friends.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read continuous text B2: Write continuous text
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.1: Interpret very simple documents 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">• Attached Letter• Pen and paper	

Skill Building Activities:

- The learner will need an understanding of letters and their layout, addresses, and what the numbers indicate

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Learner Information and Tasks

People often communicate using letters. Letters can contain information about what is going on in a person's life such as with their relationships, activities they may be participating in, or if they are moving. Read the letter from a friend and answer the following questions.

Task 1: Who is the letter addressed to?

Task 2: Who wrote the letter?

Task 3: What type of building does Robin live in?

Task 4: What is Robin's apartment number?

Task 5: Do you think Robin has always lived in the city? Explain your reason.

Task 6: Name two things that Robin likes to do.

#1 - 754 Queen St. East
Kingstown, ON K2K 2K2

June 2, 2000

Dear Kelly,

It must be at least three years since we've written to each other. How are you doing? How is your family? I'm fine, especially now that I've moved to my new apartment. Did you notice the new address at the top of this page? I've been very busy moving in here and fixing the place up.

I'm enjoying summer in the city. There are a lot of people playing music on the main street, and it's nice to stop and listen to them for a while. I even drop a bit of change into their hats when I can spare it. I also go fishing in the river not far from here but I haven't caught anything yet.

I want to let you know that next time you come to town you're welcome to stay at my place because now I have an extra bedroom. It would be fun to go fishing & go out for a meal or just simply hang around and chat.

Write soon and let me know how you and your family are doing, and when you plan to come and visit.

Cheers, Robin

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> makes connections between sentences and between paragraphs in a single text 			
	<ul style="list-style-type: none"> follows the main events of descriptive, narrative and informational texts 			
	<ul style="list-style-type: none"> obtains information from detailed reading 			
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> interprets brief text and common symbols 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
	<ul style="list-style-type: none"> identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
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"> 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 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature