



Task prepared for the project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014)

This task set was vetted by this project and was not reviewed by the QUILL team.

OALCF Task Cover Sheet

Task Title: Respond to an Invitation

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment Apprenticeship Secondary School Post Secondary Independence ✓	
Task Description: The learner will read an invitation to a party, consult their calendar and respond with a letter.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A1: Read continuous text B2: Write continuous text C2: Manage time
Level Indicators: A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information C2.1: Measure time and make simple comparisons and calculations	
Performance Descriptors: see chart on the last page	
Materials Required: <ul style="list-style-type: none">• Learner Information and Task sheet(s)• Attached are “Invitation” and “Calendar”• Pen or pencil <p>Note: In the Google form, Task 1 and 2 are combined.</p>	



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You have received an invitation to a get-together with your aunt and uncle to celebrate their wedding anniversary. Invitations usually require a response.

Learner Information and Tasks:

Task 1: Look at the invitation. Locate and circle the date and time of the party.

Task 2: Look at the Calendar. Circle the date of the party.

Task 3: You are unable to make it to the get-together on that date, but you would still like to visit your aunt and uncle to congratulate them. After checking your schedule you determine that you would be free to visit your aunt and uncle 2 weeks from the original date. Locate and circle this new date on the calendar.

Task 6: Write a note to your aunt and uncle to tell them that you can't make it to their party. Let them know that you would like to visit them and the date you would like to do that. Include the time of day that you plan on arriving and anything else that you think you should say.



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Invitation



Anniversary Party



We are pleased to invite you to our anniversary party. We will be celebrating 50 years of marriage together. Please join us at our home on Sunday, September 7, 2021. Please bring one small dish to contribute to our potluck dinner at 5:30 pm. If you cannot make it please respond as soon as possible by email or letter.

Love,

Your aunt and uncle.





September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



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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"> follows simple, straightforward instructional texts 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
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"> uses sentence structure, upper and lower case, and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
C2.1	<ul style="list-style-type: none"> understands and uses common date formats 			
	<ul style="list-style-type: none"> represents dates and times using standard conventions 			

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

Learner Comments

Instructor (print)

Learner Signature