



Task-based Activity Cover Sheet

Task Title: Writing a Note Using Word Processing

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: The learner will use basic word processing software, such as Notepad or Microsoft Word to write a note.	
Competency: D: Use Digital Technology B: Communicate Ideas and Information	Task Group(s): D1: Use Digital Technology B2.1: Write continuous texts
Level Indicators: D1 Perform simple digital tasks according to a set procedure B2.1 Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page or click here.	
Links to skill building activities: see the last page or click here.	
Materials Required: <ul style="list-style-type: none">• Computer with word processing software i.e. Notepad or Microsoft Word• Printer• Choose the task set for the appropriate goal path	



ESKARGO

- Follows apparent steps to complete tasks
- Interprets brief text and icons
- Opens and closes Microsoft Word
- Operates a mouse; i.e., click (left button), drag, double click, right click (for the context menu)
- Locates, understands and begins to use common keys and icons (e.g., return/enter, backspace, space, shift, tab, arrows, caps lock, delete, end, home, etc.)
- Uses mouse to select and deselect text
- Opens new documents; closes documents
- Uses basic word processing for B2.1 tasks that require computer use

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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Employment and Apprenticeship

Workers sometimes have to write quick notes to co-workers and supervisors. They can use computer word processing software to make copies for everyone.

Learner Information and Tasks:

Employment or Apprenticeship

A first aid meeting will be held on Tuesday, May 15th at 2:30 pm in the Board Room.

Task 1: Write a note on the computer telling other coworkers in which room the first aid meeting will be held.



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Secondary School or Post Secondary

You need a 1 week extension on your biology project for Mr. Tomlin because you were in a car accident.

Task 1: Write a note on the computer to request an extension to a project deadline.



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Independence

You can drive your friend Maria to the movies on Thursday the 12th at 7:00 pm. You will pick her up at her home.

Task 1: Write a note on the computer letting your friend know you will be able to drive them to the movies.



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Answer Key:

Answers will vary and it is not about the content of the note unless you also want to focus on the B2 competency as well. The focus is being able to write a note on the computer.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
D1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> interprets brief text and icons 			
	<ul style="list-style-type: none"> follows apparent steps to complete tasks 			
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 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to Online Resources:

- **GCF LearnFree**
 - Understanding the cloud and how to create an account to use Google Docs
<http://www.gcflearnfree.org/usingthecloud/googledocuments>
 - Online Word classes
<http://classes.gcflearnfree.org/>
 - Grammar and punctuation lessons
<http://www.gcflearnfree.org/grammar>

- **Microsoft Digital Literacy**
 - This short course introduces you to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows you how to use a mouse and a keyboard. The course also explains how computers can be used in different aspects of everyday life.
<http://www.microsoft.com/about/corporatecitizenship/dl/courses/2695DE/onlinelauncher.htm>

 - This course explores the most common productivity software applications used in business, in education, and at home. In this course, you will learn the features of various productivity programs such as word processing software, spreadsheets, presentation software, and databases. You will also learn how to select the right software to cater to your needs.
<http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/courses/2697DE/onlineLauncher.htm>

- **My web my way**
 - How to guides for learners with accessibility needs.
<http://www.bbc.co.uk/accessibility/>

- **BBC Skillswise** (Videos to engage visual learners.)
 - Information on why learning to type is important.
<http://www.bbc.co.uk/skillswise/topic/typing>
 - Information on writing a letter.
<http://www.bbc.co.uk/skillswise/topic/writing-a-letter>
 - Information on why proof reading and editing is important.
<http://www.bbc.co.uk/skillswise/topic/editing-and-proofreading>

- **CTDLC.org E-learning resources**
 - Web based course on basic computer skills such as using the mouse, keyboard, opening and closing software applications and files.
<http://www.ctdlc.org/remediation/indexComputer.html>

- **Literacytools – “Writing Notes”**
 - learn how to write instructions in a brief note or message; by learning to write notes, the learner can also develop skills for reading notes
 - <http://www.literacytools.ie/pages/actions/viewPdfFile.cfm?pld=177>



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- **Skill Plan's, "Measure Up"**
 - (select "English", "Choice of Activities", "Practice", "Reading", and "Notes, Letters, Memos") – tasks to practise following the sequence of events, and following simple, straightforward instructions, in notes, letters, and memos
- <http://www.skillplan.ca/measure-up>

LearningHUB online courses available:

- **Essential Skills, Independent Study (assigned by practitioner after assessment)**
 - Basic Skills for the Real World (Plato)
 - Document Use 1 (Plato)
 - Writing Level 1 (Plato)
- **Independent Study, Short Courses (assigned by practitioner after assessment):**
 - Learning to Communicate by Understanding Internet and e-Mail
 - Learning to Communicate using MS Word

Live Classes (SABA) – Introduction to SABA, Basic Computer Functions, Using Email in the Workplace, How to Save/Manage Computer Files, Filling in Forms, Surfing the Internet for Beginners

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>