



Task Title: Write a Personal Letter

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: The learner will write a personal letter to a friend or family member and complete a mailing envelope.

Competency: B: Communicate Ideas and Information

Task Groups: B2: Write continuous text
B3: Complete and create documents
B4: Express oneself creatively

Level Indicators:

- B2.2: Write texts to explain and describe information and ideas
- B3.2b: Create simple documents to sort, display, and organize information
- B4: Express oneself creatively, such as by writing journal entries, telling a story, and creating art

Performance Descriptors: See chart on the last page

Materials Required:

- Pen and Scrap paper
- Notepaper
- Envelope

Learner Information

People will often send hand-written letters to friends or family because hand-written letters are special to the person getting the letter. Hand-written letters sent through the mail show that the writer has taken extra time and care to communicate.

Write a letter to a friend or family member who you have not seen for several months.

Work Sheet

Task 1: Write a rough draft of your 3-paragraph letter.

- **Tell your friend/family member about a trip or an outing you have taken.**
- **Ask your friend/family member to come and visit next month.**
- **Include other news you wish your friend to know about.**

Answer:

Task Title: WriteAPersonalLetter_I_B2.2_B3.2b_B4

Task 2: Review and edit the final letter. Write the good copy on notepaper.

Task 3: Complete the mailing envelope. Be sure to use the correct format for mailing a letter.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
B2.2	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
B2.2	connects ideas using paragraph structure			
B2.2	uses limited range of vocabulary and punctuation appropriate to the task			
B2.2	begins to select words and tone appropriate to the task			
B2.2	begins to organize writing to communicate effectively			
B3.2b	follows conventions to display information in simple documents (letter format and mailing envelope)			
B4	express oneself creatively, such as by writing journal entries, telling a story, and creating art			

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This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor (print):

Learner Signature:
