

OALCF Task Cover Sheet

Task Title: Write a Business Letter Requesting Information

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School <input checked="" type="checkbox"/> Post Secondary <input checked="" type="checkbox"/> Independence ___	
Task Description: Write a business letter to request information.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use Digital Technology
Level Indicators: A2.1: Interpret very simple documents to locate specific details B2.2: Write texts to explain and describe information and ideas B3.1b: Create very simple documents to display and organize a limited amount of information D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Computer• Training Opportunity Ad - Attached• Pen and Paper Skill building or prerequisite activities: business letter format (and parts of a letter), addressing an envelope	

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Learner Information and Tasks

This task set will demonstrate your ability to use information from an ad about a training opportunity, how to request information in a business letter, provide details and organize your writing.

Task 1: Read the ad.

13 WEEK Personal Chef Training:
Teacher Training, plus Main Course
Specialties.
School of Natural Cookery,
1234 Front Street,
Toronto, Ontario
R0W 2X4
(416) 444-8068
info@naturalcookery.com

Task 2: Write a letter in business format to request the following information:

- an application form
- starting dates
- length of the course
- cost of the course
- admission requirements

Complete the final copy of the letter using a word processing program.

Task 3: Make two copies of your letter. On one copy of the letter hand-label the parts of the letter.

Task 4: Use the computer to correctly address an envelope for your letter.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
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 			
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"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
	<ul style="list-style-type: none"> connects ideas using paragraph structure 			
	<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 			
B3.1b	<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"> includes titles where required 			
	<ul style="list-style-type: none"> uses labels and headings to organize content 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			
	<ul style="list-style-type: none"> makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> performs simple searches using keywords (e.g. internet, software help menu) 			

This task: was successfully completed ____

needs to be tried again ____

Learner Comments

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Instructor (print)

Learner Signature