

## OALCF Task Cover Sheet

**Task Title:** Write a Message in a Greeting Card

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment___ Apprenticeship___ Secondary School___ Post Secondary___ Independence✓	
<b>Task Description:</b> Write a message in a greeting card for a special occasion such as a birthday or graduation.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> A1: Read continuous text B1: Interact with others B2: Write continuous text
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details B1.1: Participate in brief interactions to exchange information with one other person B2.1: Write brief texts to convey simple ideas and factual information	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Attached sheet</li><li>• Pen and Paper</li><li>• Dictionary</li><li>• Various greeting cards or hand-folded cards</li></ul>	

**Instructor Notes:** dependent on the level of the learner, the card greeting can be done as a language-experience approach or the learner can write their own greeting (B1.1 or B2.1)

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Learner Instructions and Tasks

You want to give someone a card for their birthday, Christmas or other special occasion. Write a message for the occasion.

Or

Tell your instructor or tutor the message for the card.

**Task 1:** Decide on an occasion from the list below or choose another occasion.

- Happy Birthday
- Congratulating a success
- Get Well message
- Christmas or other holiday message
- Missing you
- Invitation
- Any other personal message

**Task 2:** Locate a card for the occasion and make sure that the card is blank inside.

**Task 3:** Write the person's name in the card to make it more personal.

**Task 4:** Write your message in the card or if you are telling the instructor, they will write out the message so you may copy it into the card.

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the sequence of events in straightforward chronological texts</li> </ul>			
	<ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies the main idea in brief texts</li> </ul>			
	<ul style="list-style-type: none"> <li>requires support to identify sources and to evaluate and integrate information</li> </ul>			
B1.1	<ul style="list-style-type: none"> <li>shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others</li> </ul>			
	<ul style="list-style-type: none"> <li>chooses appropriate language in exchanges with clearly defined purposes</li> </ul>			
	<ul style="list-style-type: none"> <li>participates in short, simple exchanges</li> </ul>			
	<ul style="list-style-type: none"> <li>gives short, straightforward instructions or directions</li> </ul>			
	<ul style="list-style-type: none"> <li>speaks or signs clearly in a focused and organized way</li> </ul>			
	<ul style="list-style-type: none"> <li>repeats or questions to confirm understanding</li> </ul>			
B2.1	<ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>			
	<ul style="list-style-type: none"> <li>uses sentence structure, upper and lower case and basic punctuation</li> </ul>			
	<ul style="list-style-type: none"> <li>uses highly familiar vocabulary</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**