

OALCF Task Cover Sheet

Task Title: Write a paragraph from dictation

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: The learner will write sentences from dictation and review their work for errors.	
Competency: A. Find and Use Information B. Communicate Ideas and Information	Task Group(s): A1. Read continuous text B1. Interact with others B2. Write continuous text
Level Indicators: 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	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pencil with eraser• Lined paper• Dictation piece (attached)• Dictionary	

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Instructor Preparation

The paragraph used in this task uses many words found in *Patterns in Spelling book 1*

Help the learner prepare with skill-building activities.

Instructor Directions

Say one sentence at a time and have the learner write the sentence.

Be sure to say each sentence twice when dictating.

If the learner does not hear a word, they may ask you to repeat the word once before they begin to write.

Allow the learner to use the dictionary if needed.

A Day at the Park

Tim and Jill are going to the park on Wednesday, because they have been married for eight years. They will pack some chicken sandwiches, apples, and milk for lunch. They bring napkins as well. They will bring a yellow basketball to play catch. When they get to the park, they put a carpet on the grass. They snuggle for a bit, then they play catch. After that they eat lunch. They are very happy. At five o'clock, the sky goes purple. Suddenly there is some thunder. They run under the umbrella. They see the wind scatter the napkins. They pick up the napkins and go back home. They had fun at the park.

In work, learning and life we are required to remember information or to write down information as it is told to us.

In this activity you will write down a story your instructor tells you. You will also read back the story to your instructor.

Task 1:

- Listen to the sentence. Your instructor will say the sentence 2 times for you.
- Ask your instructor to repeat any words you did not hear (before you write it down).
- Write the sentence down using your best spelling and punctuation.
- Part of this activity is to use your memory skills so you'll need to remember the whole sentence. Your instructor will not be able to repeat it a third time.
- Repeat these steps for the entire paragraph (15 sentences).
- Check your work over for mistakes and correct any that you notice (you may use the dictionary to check spelling if you wish).

Task 2:

- Read the entire paragraph out loud to your instructor.

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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"> Decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> Reads short texts to locate a single piece of information 			
B1.1	<ul style="list-style-type: none"> Repeats or questions to confirm understanding 			
B2.1	<ul style="list-style-type: none"> Writes simple texts to request, remind, or inform 			
	<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