

OALCF Task Cover Sheet

Task Title: Write a short essay about what makes a good friend

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment___ Apprenticeship___ Secondary School ✓ Post Secondary ✓ Independence___	
Task Description: Learner will develop and relay an idea fully by giving examples.	
Competency: B: Communicate ideas and information D: Using Digital Technology (if essay is word processed)	Task Group(s): B2. Write texts to explain and describe information and ideas D2. N/A
Level Indicators: B2.2: Write texts to explain and describe information and ideas D2: Perform well-defined, multistep digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen/Pencil• Paper• Computer with word processing software (if applicable)• Skill building activities: grammar, punctuation, sentence structure, paragraph structure and essay format; writing sentences and paragraphs to express ideas and thoughts	

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A learner on the educational goal paths will need to be able to write essays expressing their own opinions.

Write an essay of about 4 or 5 paragraphs to explain what makes a good friend.

Task 1: Write down some ideas about what makes a good friend. This is sometimes called “brain-storming”

Task 2: Take your best ideas and write a rough draft essay about what makes a good friend.

Task 3: Write a final draft of the essay about what makes a good friend. Make sure you include the following information

- An introductory paragraph that outlines the main idea
- Examples about what makes a good friend
- Ensure that all paragraphs relate to the main idea
- Summarize your explanation in the last paragraph
- Be sure to check your final draft for spelling and punctuation

Task 4: If you are using the computer to type your essay

- Give a title to your essay
- Save your essay in an appropriate file (for example in “My Documents” or on a USB drive)
- Print out your essay and hand in to your instructor

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
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 			
D2.2	<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 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature