

OALCF Task Cover Sheet

Task Title: Write a Short Note for your Tutor

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: Write a short note to exchange information with your tutor.	
Competency: A: Find and Use Information B: Communicate Ideas and Information E: Manage Learning F: Engage with Others	Task Group(s): A1: Read continuous text B2: Write continuous text E: Manage Learning F: Engage with Others
Level Indicators: A1.1: Read brief texts to locate specific details B2.1: Write brief texts to convey simple ideas and factual information E.2: Set realistic, short- and long-term goals, use a limited number of learning strategies and monitor own learning F: Engage with Others	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">● Pen and Paper and/or computer● Dictionary	

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Learner Information and Tasks

Tutors and learners need to occasionally exchange information about schedules and explain absences.

Complete the following task.

Task 1: Choose one of the following scenarios for your note:

- a. You have been ill for a week because you had the flu.
- b. You have an opportunity to work for the month of December and would like to postpone tutoring for that month.
- c. You have been invited by the local literacy network to attend a special dinner and award ceremony and you would like to accept the invitation from your tutor.

Task 2: Write a note in rough draft that is at least two sentences. Include all important information in the note. Remember to let your tutor know when you will be ready to attend training again.

Task 3: Use a dictionary to locate the correct spelling of words.

Task 4: Review the note to make sure it contains all of the information.

Task 5: Write out the final version of the note.

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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"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<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 			
E.2	<ul style="list-style-type: none"> identifies barriers to achieving goals 			
	<ul style="list-style-type: none"> begins to adjust goals, activities and timelines to address obstacles to achieving goals 			
	<ul style="list-style-type: none"> monitors own learning 			
F	<ul style="list-style-type: none"> recognizes roles of others 			
	<ul style="list-style-type: none"> acknowledges/identifies responsibilities 			
	<ul style="list-style-type: none"> accepts one's share of responsibilities 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature