

## OALCF Task Cover Sheet

**Task Title:** Write an Article on a Challenging Role

<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 an opinion article.	
<b>Competency:</b> B: Communicate Ideas and Information D: Use Digital Technology	<b>Task Group(s):</b> B2: Write continuous text D2: Use Digital Technology
<b>Level Indicators:</b> B2.3: Write longer texts to present information, ideas and opinions D.2: Perform well-defined, multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Computer with internet access</li><li>• Pen and Paper</li></ul>	

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### **Learner Information and Tasks**

This task set is to write an article for a newsletter or magazine. It will help you develop your skills to understand how to expand your ideas, provide details and organize your writing.

**Task 1:** Choose one of the following roles to write about.

- a good parent
- a healthy person
- a successful student
- a good son or daughter
- a good citizen
- an effective worker
- a good athlete
- a good friend
- an educated person

**Task 2:** Write down all the details of your choice.

**Task 3:** Develop a rough copy of the article. You must have at least four paragraphs. Edit the article for layout, vocabulary, sentence structure and spelling.

**Task 4:** Complete the final copy of the article using a word processing program.

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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>
B2.3	<ul style="list-style-type: none"> <li>writes texts to present information, summarize, express opinions, present arguments, convey ideas or persuade</li> </ul>			
	<ul style="list-style-type: none"> <li>manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>selects and uses vocabulary, tone and structure appropriate to the task</li> </ul>			
	<ul style="list-style-type: none"> <li>organizes and sequences writing to communicate effectively</li> </ul>			
	<ul style="list-style-type: none"> <li>uses a variety of vocabulary, structures and approaches to convey main ideas with supporting details</li> </ul>			
D.2	<ul style="list-style-type: none"> <li>selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>performs simple searches using keywords (e.g. internet, software help menu)</li> </ul>			

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

<b>Learner Comments</b>

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

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