



Task-based Activity Cover Sheet

Task Title: Write a Notice to Advertise an Event

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ✓ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Write a Notice to Advertise an Event	
Competency: B Communicate Ideas and Information	Task Group(s): B2 Write Continuous Text
Level Indicators: B2.2 Write texts to explain and describe information and ideas	
Performance Descriptors: see chart on last page or click here.	
Links to skill building activities: see the last page or click here.	
Materials Required: <ul style="list-style-type: none">• Pen• Paper• Sample notice (attached)	
ESKARGO: B2.2: Skills and Knowledge Required for Successful Task Performance Purpose and Form <ul style="list-style-type: none">• Conveys intended meaning on familiar topics for a limited range of purposes and audiences• Writes texts to explain or describe Organization – Visual Presentation <ul style="list-style-type: none">• Begins to sequence writing with some attention to organizing principles (e.g., time, importance) Style – Voice, Vocabulary, and Sentence Variety <ul style="list-style-type: none">• Begins to select words and tone appropriate to the task• Selects appropriate language (i.e., formal/informal)• Uses familiar and some unfamiliar vocabulary and punctuation appropriate to the task• Selects words to create effect• Uses a variety of sentence structures (i.e. simple and compound sentences with phrasing to add	



details.

Punctuation

- Punctuates simple and compound sentences with periods and commas

Grammar

- Writes simple and compound sentences
- Uses a variety of sentence types correctly (e.g. questions, exclamations, etc.)
- Uses connecting words (also, finally, after, but) correctly to link ideas in a paragraph

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes.

With your learner, please check one of the following;

- Attitude is not important Attitude is somewhat important Attitude is very important



Task Title: Write a Notice to Advertise an Event

Learner Information and Tasks:

Workers may need to write a notice to advertise an event. Notices might be posted on a bulletin board or placed as an ad in a flyer or newspaper. Look at the sample notice to advertise an event.

Task 1: Write a notice to advertise in the newspaper an upcoming event at Frank’s Fishing.

- Blow-out sale at Frank’s Fishing store
- Event will be outdoors, in the parking lot, rain or shine
- Everything 50% off
- Saturday September 14
- 2:00 to 6:00 pm
- Barbeque with free hot dogs



Sample Notice to Advertise an Event

Upcoming Events (section in local newspaper)

On Friday January 8, Brenda's Hair2There Salon will hold its annual Ladies' Night. This event will take place from 7:00 to 9:00 pm. Every customer will receive a complimentary mini manicure. Yummy drinks and snacks, as well as door prizes, make this event a must. Come on out, ladies, for a night of fun and pampering!



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Answer Key: (Sample Answer)

Frank's Fishing will hold a blow-out sale on Saturday, September 14 from 2:00 to 6:00 pm. Everything in the store will be 50% off! The sale will take place in the parking lot, rain or shine. This fun event will include a barbeque where you can enjoy a free hot dog. Come on out for a great day at Frank's Fishing.



Task Title: **Write a Notice to Advertise an Event**

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"> 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 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature



Skills Building Activities

Links to Online Resources:

http://www.ehow.com/how_2059860_write-successful-classified-ad.html (A reading activity that gives advice about how to write an effective and attention-grabbing ad.)

http://www.ehow.com/how_12127147_advertise-charity-events.html (A reading activity that provides instruction about how to write press releases and ads for charity events.)

<https://support.google.com/adwords/express/answer/3055201?hl=en> (A reading activity that helps the learner explore audience and selling points when writing an advertisement.)

<http://www.wikihow.com/Write-Ads> (A step-by-step slide show about how to write an ad.)

LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner after assessment)**
 - Writing, Level 2
 - Expanded Writing, Assignments 5-7
 - Expanded Grammar, Assignments 5-7
- **Independent Study, Short Courses (assigned by practitioner after assessment):**
 - On The Job Report Writing; Becoming a Better Speller; Customer Service Essentials
- **Live Classes (SABA) – Surfing the Internet for Beginners; On the Job Thinking Skills; Using Email in the Workplace; Progressive Spelling 1 and 2**

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>