



Task-based Activity Cover Sheet

Task Title: Write a reminder note about plans.

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Write a reminder note for your co-worker	
Competency: B: Communicate Ideas and Information.	Task Group(s): B2: Write continuous text
Level Indicators: B2.1: Write brief texts to convey simple ideas and factual information	
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 or pencil• The instructor could discuss with the student other workplace scenarios for writing reminder notes, such as planning a work project, stock taking or annual cleaning.	
ESKARGO: Purpose and Form – Write for Various Purposes <ul style="list-style-type: none">• Writes brief texts to convey simple ideas and factual information• Writes simple texts to request, remind, or inform• Writes simple notes and short, simple personal letters Organization – Visual Presentation <ul style="list-style-type: none">• Prints and writes legibly• Demonstrates some understanding of sequence• Identifies purpose and intention for writing	



Prepared for: Cementing Integration Project – QUILL Learning Network 2015

Style – Voice, Vocabulary and Sentence Variety

- Writes on familiar, day-to day topics
- Uses words from everyday, oral vocabulary
- Introduces some less familiar words
- Writes simple but complete sentences

Mechanics – Punctuation, Spelling and Grammar

Punctuation

- Uses proper punctuation including: periods, exclamation marks, question marks and commas

Spelling

- Writes word endings (“ed” “ing” “s”) from knowledge of spoken English
- Uses basic phonics to spell unfamiliar words

Grammar

- Uses proper word form and word order to convey complete thoughts
- Uses regular and irregular plural correctly

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



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Task Title: Write a reminder note about upcoming plans

Co-workers write reminder notes for to each other. These notes are to remind co-workers about appointments out of the office or duties they need to complete. Look at the “Reminder Note”.

Learner Information and Tasks:

You have a doctor’s appointment and will be away from the office from 1 pm to about 3 pm. The note will be written to Moira.

Task 1: Write a reminder note for your co-worker.



Reminder Note:

<p>Date: _____</p> <p>To: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><u>(signature)</u></p>



Task Title: Write a reminder note about upcoming plans

Answer Key

Answers will vary but should include:

- co-workers name
- learner's signature
- current day's date
- kind of appointment
- time of appointment



Task Title: Write a reminder note about upcoming plans

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
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			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Online Resources:

- <http://www.bbc.co.uk/skillswise/worksheet/en13styl-e2-w-formal-or-informal> (A short game about informal versus formal forms of writing that can be printed off and used by a learner/practitioner)
- <http://www.bbc.co.uk/skillswise/worksheet/en30stru-e3-w-adding-words-to-make-sentences> (A short activity that can be printed out and used for help with building sentences/writing clear sentences)
- http://www.slideshare.net/jw_gilbert/memo-writing-39923313?qid=b5ca592d-7fd0-441c-b7bc-9d7720747fc9&v=default&b=&from_search=3 (A short Powerpoint presentation titled “Writing A Memo” that covers the Who/What/When/Where/Why/How of writing a memo in the workplace)
- http://www.ehow.com/video_4756590_write-memo.html (An informal video titled “How to Write A Memo”)

LearningHUB Courses Available:

- **Live Classes (SABA) – Punctuation; Spelling and Grammar Rules**
- **Reading & Writing, Independent Study – Grammar, Spelling, Punctuation Assignments 1/2/3; Writing Level 1 (“Grammar 1 + Mechanics 1+ Writing Skills and Strategies 1 + Notes and short Memos 1)**
(assigned by practitioner following assessment)

***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%2023,%202014%20revision.pdf>