



Task-based Activity Cover Sheet

Task Title: Write a Thank You Note

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment___ Apprenticeship___ Secondary School___ Post Secondary ___ Independence ✓	
Task Description: Write a Thank You Note	
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• Sample thank you note (attached)	
ESKARGO: Skills and Knowledge Required for Successful Task Performance Purpose and Form – Writes for Various Purposes <ul style="list-style-type: none">• Writes brief texts to convey simple ideas and factual information• Begins to write for specific purposes using a few different forms; i.e., instructional, descriptive, narrative, and brief informational texts• Writes simple texts to request, remind, or inform• Writes simple notes and short, simple personal letters Style – Voice, Vocabulary and Sentence Variety <ul style="list-style-type: none">• Uses words from everyday, oral vocabulary• Introduces some less familiar words	



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- Writes simple but complete sentences
- Avoids writing sentences that are sentence fragments and run-on sentences

Mechanics – Punctuation, Spelling and Grammar

Punctuation

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

Grammar

- Uses common adjectives and adverbs to add description
- Uses correct verb tenses for simple present, simple past, future, present continuous, past continuous and future continuous
- Uses proper subject/verb agreement

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 Thank You Note

Learner Information and Tasks:

Thank you notes are used to thank someone for a gift or favour. Thank you notes tell the giver how their gift or favour will be useful. A thank you note lets the giver know the gift or favour is appreciated. Look at the “Sample Thank You Note”.

Task 1: Write a thank you note to someone for a recent gift or favour.



Sample Thank You Note:

Dear _____(name of thank you note recipient):

Thank you for your help last week. You were so kind to take care of little Pete for me. Friends like you, who can be depended upon to show up in a pinch, are hard to find. With your help, I was able to keep my doctor's appointment as planned.

I appreciate your help. You are a good friend!

Thank you again.

With warm regards,

_____ (learner name)

Adapted from <http://www.thank-you-note-examples-and-tips.com> (free resource)



Task Title: Write a Thank You Note

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

Link to online resources:

- <https://www.youtube.com/watch?v=mrFgwTK2Ucg> (A Youtube video that breaks down the process of writing thank-you notes into 6 simple steps)
- <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://examples.yourdictionary.com/examples-of-words-for-thank-you-notes.html> (A helpful list of common vocabulary/phrases used when writing a thank-you note)
- <http://writing.wisc.edu/Handbook/ClearConciseSentences.html> (This is a link to a webpage called “Writing Clear, Concise Sentences” – includes 9 principles to follow for writing clearly and keeping your sentences concise; may be a better resource for higher-level learners since it contains quite a bit of reading)

LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner following assessment):**
 - Grammar, Spelling, Punctuation Assignments 1/2/3;
 - Expanded Grammar & Writing Assignments 1 & 2;
 - Expanded Grammar Assignments 1/2/3/4 ;
 - Expanded Writing Assignments 2/3/4 (“Writing Strategies DD/EE/FF”);
 - Writing Level 1 (“Grammar 1 + Mechanics 1+ Writing Skills and Strategies 1 + Notes and short Memos 1.
- **Live Classes (SABA)** – Filling in Forms; Punctuation; Spelling & Grammar Rules.

***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>