



Task prepared for the project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014)

This task set was vetted by this project and was not reviewed by the QUILL team.

OALCF Task Cover Sheet

Task Title: Write to your Member of Parliament

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post-Secondary ___ Independence ✓	
Task Description: Learners will find their member of parliament and his/her address online, and then compose a letter to their MP.	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text B2: Write continuous text D: N/A
Level Indicators: A1.1: Read brief texts to locate specific details B2.2 Write texts to explain and describe information and ideas D.1 Perform simple digital tasks according to a set procedure	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Access to the Internet• Access to a word processor• Letter template• Pen	



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Task Title: Write to your Member of Parliament

Our members of Parliament represent (work for) us, so it is important for us to let them know what we think and feel about the issues they will be voting on in the House of Commons. One way to do this is to send your MP a letter.

Learner Information and Tasks:

- Task 1:** Find your local MP (Member of Parliament) online:
- a) Go to www.elections.ca
 - b) Go to “Voter Information Services” on menu bar
 - c) Click on “Voter Information Services”
 - d) Type your postal code in the appropriate box
 - e) Hit Enter
 - f) Click on “See more information” under the MP’s name
 - g) Write down both addresses

Task 2: Look at the letter template. Use it to help you write a letter to your MP. You may hand write it or use the word processing program on the computer.



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Letter Template

Your address

Date

MP’s name

MP’s address

Dear Mr. / Ms. Name:

First paragraph – introduce yourself

Second paragraph – explain why you are writing to your MP and what you would like the government to do

Third paragraph – thank the MP for his/her attention.

Sincerely yours,

Your name



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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"> follows simple, straightforward instructional texts 			
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"> 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 			
D.1	<ul style="list-style-type: none"> follows simple prompts 			
	<ul style="list-style-type: none"> follows apparent steps to complete tasks 			
	<ul style="list-style-type: none"> interprets brief text and icons 			
	<ul style="list-style-type: none"> locates specific functions and information 			

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

Learner Comments



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Instructor (print)

Learner Signature