



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

## Task Title: Writing Notes and Short Letters

OALCF Cover Sheet – Practitioner Copy

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Learners will write a short thank you note (context given) in Microsoft Word or Google Docs and print it.

**Competency:** A: Find and Use Information  
B: Communicate Ideas and Information  
D: Use Digital Technology

**Task Groups:** A1: Read continuous text  
B2: Write continuous text

**Level Indicators:**

- A1.1: Read brief texts to locate specific details
- B2.2: Write texts to explain and describe information and ideas
- D2: Perform well-defined, multi-step digital tasks

**Performance Descriptors:** See chart on last page

**Materials Required:**

- Example sheet
- Learner information and task sheet
- Access to Microsoft Word or Google Docs and printer

**Answers to the Task question will vary learner by learner.**

## Learner Information

When someone has done something nice for you, it is polite to respond with a short note, in the form of a letter or e-mail, to say thanks – especially when you were unable to thank them in person.

## Work Sheet

**Task 1: Look at the example of a thank you note. Using Microsoft Word (or Google Docs), compose and print a short note or letter to a neighbour/friend who has just sent you some food after your short hospital stay.**

**Example:**

Dear Jessica,

I just got the package you sent me and realized it was those brand-new speakers. Thank you so much for sending those to me. They are making my music sound brand new again. This makes me happy because I love music so much.

Thanks again for doing me that favour.

Sincerely,

Helen

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Decodes words and makes meaning of sentences in a single text			
	Follows the sequence of events in straightforward chronological texts			
B2.1	Conveys simple ideas and factual information			
	Uses sentence structure, upper and lower case and basic punctuation			
	Uses highly familiar vocabulary			
D.2	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			

Task Title: WritingNotesandShortLetters\_I\_A1.1\_B2.1\_D2

This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor (print):

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