

Task Title: Write an Email to Request an Extension

# OALCF Cover Sheet – Practitioner Copy

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

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will write an email requesting an extension on an assignment.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Write continuous text/B2.2
* Use Digital Technology/D.2

**Materials Required:**

* Computer with email program

# Learner Information

In many classes, students may request extensions on essays or assignments due to illness or other circumstances. Students are often required to write an email to the teacher or instructor explaining why they need an extension and when they will be able to submit the assignment.

# Work Sheet

**Task 1: You are a student whose midterm essay is due on Friday. Because you have been ill, you have not started the assignment, and you would like a one-week extension. Using an email program on your computer, write an email requesting an extension. Show the email to your instructor.**

Answer: No written response required here.

Task completed: Yes:

# Answers

Answers will vary. The student should write their email clearly with proper spelling, punctuation and grammar. The writing style should be formal. The student should include

* Email subject
* Request for extension (one week) on the essay
* Reason for the extension (sickness)
* Form of address and salutation

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.2 | writes texts to explain and describe |  |  |  |
|  | conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
|  | begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
|  | connects ideas using paragraph structure |  |  |  |
|  | uses limited range of vocabulary and punctuation appropriate to the task |  |  |  |
|  | begins to select words and tone appropriate to the task |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**