

Task Title: Write an E-Mail to a College

# OALCF Cover Sheet – Practitioner Copy

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

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

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

**Successful Completion:**  Yes No 

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

**Task Description:** The learner will write an e-mail requesting information about a College tuition payment plan.

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

* Find and Use Information/Read continuous text/A1.2
* Use Digital Technology/D.2

**Materials Required:**

* Computer with access to e-mail program

Learner Information

When applying to colleges or universities, people may need more information than is posted on the website. Prospective students may send e-mails to ask questions. For example, students may need to contact admissions, financial aid, or program offices before submitting an application.

Read “George Brown College Payment Plan” (2 pages) and “George Brown College Payment Plan: Frequently Asked Questions” (2 pages).

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# A close-up of a document AI-generated content may be incorrect.

# A close-up of a payment plan AI-generated content may be incorrect.

# …Continued on next page.

# A close-up of a document AI-generated content may be incorrect.

# Work Sheet

**Task 1: Open an e-mail program on the computer. Compose a professional e-mail message to the financial aid office at George Brown College. In your e-mail, include at least three questions you have about the Tuition Payment Plan.**

**E-mail the final copy to your instructor.**

Answer: No written response required here.

Task completed: Yes:

Answers

Answers will vary.

Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.2 | locates multiple pieces of information in simple texts |  |  |  |
|  | makes connections between sentences and between paragraphs in a single text |  |  |  |
|  | follows the main events of descriptive, narrative and informational texts |  |  |  |
|  | obtains information from detailed reading |  |  |  |
|  | begins to identify sources and evaluate information |  |  |  |
| 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):

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