

Task Title: Write a Reminder Note About Plans

# 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 a note to a co-worker to remind them of plans.

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

* Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

Co-workers may write reminder notes to each other. These notes are to remind co-workers about appointments out of the office or duties they need to complete.

Scan the “Reminder Note” template.

**Reminder Note**



# Work Sheet

**Task 1: You have a doctor’s appointment and will be away from the office from 1 pm to about 3 pm today. Using the reminder note template, write a reminder note to your co-worker Moira.**

Answer:



# Answers

# **Task 1: You have a doctor’s appointment and will be away from the office from 1 pm to about 3 pm today. Using the reminder note template, write a reminder note to your co-worker Moira.**

Answers will vary but should include:

* Learner’s name and/or signature
* Moira’s name
* Today’s date
* Reason for absence and expected time period for absence

A sample answer is:

**Date:** (Today’s Date) **To:** Moira

This is just a note to remind you that I have a doctor’s appointment today and will be away from the office from 1 pm to 3 pm.

Thank you.

**(Learner’s Name/Signature)**

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.1 | writes simple texts to request, remind or inform |  |  |  |
|  | conveys simple ideas and factual information |  |  |  |
|  | demonstrates a limited understanding of sequence |  |  |  |
|  | uses sentence structure, upper and lower case and basic punctuation |  |  |  |
|  | uses highly familiar vocabulary |  |  |  |



This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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