**OALCF Task Cover Sheet**

**Task Title:** Write a Short Note to Your Child’s Teacher

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| **Learner Name:** |
| **Date Started: Date Completed:****Successful Completion:** Yes\_\_\_ No\_\_\_ |
| **Goal Path:** Employment\_\_\_ Apprenticeship\_\_\_ Secondary School\_\_\_ Post Secondary\_\_\_ Independence **✔** |
| **Task Description:**Write a note to the teacher to explain a child's absence from class. |
| **Competency:**A: Find and Use InformationB: Communicate Ideas and Information | **Task Group(s):**A1: Read continuous textB2: Write continuous text |
| **Level Indicators:**A1.1: Read brief texts to locate specific detailsB2.1: Write brief texts to convey simple ideas and factual information |
| **Performance Descriptors:** see chart on last page  |
| **Materials Required:*** Pen and paper or computer
* Dictionary
 |

**Task Title:** Write a Short Note to a Teacher

**Learner Information and Tasks**

Parents occasionally need to write notes to teachers to explain a child's absence or to inform the teacher if a child needs to be excused from class.

**Task 1:** Choose one of the following scenarios:

* 1. Your child was sick yesterday and missed school
	2. Your child has a dentist appointment at 2:00 p.m. today and will need to leave class a half an hour before the appointment
	3. Your child will not be in class tomorrow because of an appointment with the doctor.

**Task 2:** Write a note that is at least two sentences. Include the important information in the note, including the time and reason of absence.

**Task 3:** Use a dictionary to locate the correct spelling of words.

**Task 4:** Review the note to make sure it contains all of the information.

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| Performance Descriptors | **Needs Work** | **Completes task with support from practitioner** | **Completes task independently** |
| A1.1  | * reads short texts to locate a single piece of information
 |  |  |  |
|  | * decodes words and makes meaning of sentences in a single text
 |  |  |  |
|  | * follows the sequence of events in straightforward chronological texts
 |  |  |  |
|  | * follow simple, straightforward instructional texts
 |  |  |  |
| 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\_\_\_

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| Learner Comments |
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#### Instructor (print) Learner Signature