

OALCF Task Cover Sheet

Task Title: Write a Message in a Greeting Card

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ____ No ____	
Goal Path: Employment ____ Apprenticeship ____ Secondary School ____ Post Secondary ____ Independence ✓	
Task Description: Write a message in a greeting card for a special occasion such as a birthday or graduation.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read continuous text B1: Interact with others B2: Write continuous text
Level Indicators: A1.1: Read brief texts to locate specific details B1.1: Participate in brief interactions to exchange information with one other person B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Attached sheet• Pen and Paper• Dictionary• Various greeting cards or hand-folded cards	

Instructor Notes: dependent on the level of the learner, the card greeting can be done as a language-experience approach or the learner can write their own greeting (B1.1 or B2.1)

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Learner Instructions and Tasks

You want to give someone a card for their birthday, Christmas or other special occasion. Write a message for the occasion.

Or

Tell your instructor or tutor the message for the card.

Task 1: Decide on an occasion from the list below or choose another occasion.

- Happy Birthday
- Congratulating a success
- Get Well message
- Christmas or other holiday message
- Missing you
- Invitation
- Any other personal message

Task 2: Locate a card for the occasion and make sure that the card is blank inside.

Task 3: Write the person's name in the card to make it more personal.

Task 4: Write your message in the card or if you are telling the instructor, they will write out the message so you may copy it into the card.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
	<ul style="list-style-type: none"> identifies the main idea in brief texts 			
	<ul style="list-style-type: none"> requires support to identify sources and to evaluate and integrate information 			
B1.1	<ul style="list-style-type: none"> shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others 			
	<ul style="list-style-type: none"> chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> participates in short, simple exchanges 			
	<ul style="list-style-type: none"> gives short, straightforward instructions or directions 			
	<ul style="list-style-type: none"> speaks or signs clearly in a focused and organized way 			
	<ul style="list-style-type: none"> repeats or questions to confirm understanding 			
B2.1	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			

