



Task Title: Write an Invitation

OALCF Cover Sheet – Learner 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 create an invitation card for a surprise birthday party.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1
- Communicate Ideas and Information/Write continuous text/B2.1
- Communicate Ideas and Information/Express oneself creatively/B4

Materials Required:

- Pen/pencil and paper folded into a card format

Learner Information

We write cards to invite people to special events. Invitations tell people important details about an event.

Read the “Details for Your Party”.

Details for Your Party

You are hosting a surprise birthday party for one of your friends. Choose any friend. The party will be a week from this Saturday at 7:00 in the evening. It will be at your house. Add any other information you think is needed.

Work Sheet

Task 1: Tell your instructor four important pieces of information you should find on any invitation.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Using a folded piece of paper, create an invitation, including an outside cover and an inside message.

Answer: No written response required here.

Task completed: Yes: ☐
