



Task Title: Respond to 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 read a party invitation, enter the information on a calendar, and draft an email reply.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: RespondToAnInvitation_I_A2.1_B2.1

Learner Information

People often receive invitations to special occasions. Invitations usually require a response.

Scan the “50th Anniversary Party” invitation and “September 2025” calendar.



SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Work Sheet

Task 1: On the invitation, circle the date of the party. If you are doing this task online, write the date below.

Answer:

Task 2: On the calendar, write "anniversary party" on the date of the party.

Answer: No written response required here.

Task completed: Yes:

Task 3: On the calendar, write "respond to invitation" on the last day you can respond.

Answer: No written response required here.

Task completed: Yes:

Task 4: What are you expected to bring with you to the party?

Answer:

Task 5: Draft a response email including

- **Your name and date you are sending the email**
- **Yes, you are able to attend the party**
- **You will bring cheese and crackers**
- **You will be late and arrive at 6:30pm**
- **You will be bringing your partner with you**

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Answer:

