Task Title: Respond to an Invitation

OALCF Cover Sheet – Practitioner 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

Learner Information

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

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

We are pleased to invite you to our anniversary party. We will be celebrating 50 years of marriage together.

Please join us at our home on Sunday, September 21, 2025.

Please bring one small dish to contribute to our potluck dinner at 5:30pm.

Please email or phone Malia before September 15th to let us know if you will be attending and if you will be bringing a guest.

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**

Answer:

Answers

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

Answer: Sunday, September 21, 2025, should be circled or written.

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

Answer: "Anniversary party" should be written on September 21.

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

Answer: "Respond to invitation" should be written on September 14.

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

Answer: A dish for the potluck

Task 5: Draft a response email including

- **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**

Answers will vary. A sample response is:

September 14, 2025

Dear Malia,

Thank you for the anniversary party invitation. I will be attending with my husband. Unfortunately, we will be late. We will arrive around 6:30pm. I will bring cheese and crackers for the potluck.

I look forward to seeing you,

Sarah

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			
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): _____