



Task Title: Write a Reminder Note About Plans

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 write a note to a co-worker to remind them of plans.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Co-workers may write reminder notes to each other. These notes are to remind co-workers about appointments out of the office or duties they need to complete.

Scan the "Reminder Note" template.

Reminder Note

Date: _____

To: _____

signature (type name if completing this task digitally)

Work Sheet

Task 1: You have a doctor's appointment and will be away from the office from 1 pm to about 3 pm today. Using the reminder note template, write a reminder note to your co-worker Moira.

Answer:

Date: _____

To: _____

signature (type name if completing this task digitally)