



Task Title: Write a Reminder Note About Plans

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 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)

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)

Answers

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.

Answers will vary but should include:

- Learner's name and/or signature
- Moira's name
- Today's date
- Reason for absence and expected time period for absence

A sample answer is:

Date: (Today's Date)

To: Moira

This is just a note to remind you that I have a doctor's appointment today and will be away from the office from 1 pm to 3 pm.

Thank you.

(Learner's Name/Signature)

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
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 ☐

Task Title: WriteReminderNote_E_B2.1

Learner Comments:

Instructor (print):

Learner (print):