



**Task Title: Write a Note Using Word Processing**

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:**

Use word processing software, such as Microsoft Word or Google Docs, to write a note.

**Main Competency/Task Group/Level Indicator:**

- Use Digital Technology/D.1

**Materials Required:**

- Computer or digital device with word processing program such as Microsoft Word or Google Docs

Task Title: WriteANoteUsingWordProcessing\_EASPI\_D.1

### Notes for Instructors/Facilitators:

This task has been written with options for each goal path. Choose the appropriate task based on your learner's goal path.

This task focuses on Competency/Task Group/Level Indicator D.1: Perform simple digital tasks according to a set procedure.

B2.1: Write brief texts to convey simple ideas and factual information can also be assessed by evaluating the content of the learner's written note. Performance descriptors for B2.1 have not been included in this version of the task.

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## Learner Information

People write notes in many day-to-day activities. Workers sometimes have to write quick notes to co-workers and supervisors. Students may need to write notes to teachers or colleagues. Everyone may write notes to friends, family members, or neighbours.

Open a word processing program on the computer.

Complete the task on the Work Sheet that is appropriate for your goal path.

## Work Sheet

### Employment or Apprenticeship:

A first aid meeting will be held on Tuesday, May 15<sup>th</sup> at 2:30 pm in the Board Room.

**Task 1: Write and save a note on the computer telling other co-workers in which room the first aid meeting will be held. Show the note to your Instructor.**

Answer: No written response required here.

Task completed on computer: Yes  No

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### Secondary School or Post Secondary:

You need a one-week extension on your biology project for Mr. Tomlin because you were in a car accident.

**Task 1: Write and save a note on the computer to request an extension to a project deadline. Show the note to your instructor.**

Answer: No written response required here.

Task completed on computer: Yes  No

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### Independence:

You can drive your friend Maria to the movies on Thursday the 12<sup>th</sup> at 7:00 pm. You will pick her up at her home.

**Task 1: Write and save a note on the computer letting your friend know you will be able to drive them to the movies. Show the note to your instructor.**

Answer: No written response required here.

Task completed on computer: Yes  No

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## Answers

Answers will vary. The focus is being able to write a note on the computer.

The content of the note can be assessed if you also want to focus on the B2.1 competency: Write brief texts to convey simple ideas and factual information.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.1	follows simple prompts			
	interprets brief text and icons			
	follows apparent steps to complete tasks			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_

## Skill Building Activities

### Links to Online Resources

GCF LearnFree (<https://edu.gcfglobal.org/en/>):

- Creating Google Documents: <https://edu.gcfglobal.org/en/googledocuments/>
- Using Microsoft Word: <https://edu.gcfglobal.org/en/word/>

LearningHUB ([www.learninghub.ca](http://www.learninghub.ca)) Course Catalogue:

<https://www.learninghub.ca/apps/pages/coursecatalogue>