

Task-Based Activity: Write a thank you note

Laubach Connection: Laubach Way to Reading (LWR) Book 1, Lesson 6

OALCF Link

Relevant Goal Paths

Employment, Independence

Rationale: Learners on the Employment and Independence Paths will need to write thank you notes for a variety of different reasons.

Task-Based Activity Description: The learner will write a brief text (thank you note) to convey simple ideas.

OALCF Competency, Task Group and Level Indicator (See Assessment page for performance descriptors)

B: Communicate Ideas and Information

B2: Write continuous text

- B2.1 Write brief texts to convey simple ideas and factual information

Materials Required

- Pen or pencil and eraser
- Questions sheet with blank thank you note template

Overview

Activity Introduction

This task-based activity uses a blank thank you note template. In Lesson 6 the term “thank-you” is introduced. Discuss the use of thank you cards as a way to show gratitude. Ask if they have ever given someone a thank you card or note with a personal message.

New words

Review the new words that are being introduced. Explain the meanings of the words to the learner. Not all new words are in the new word list. You may need to review additional words as the learner works through the activity.

Instructions

Have the learner fill in their name and the date. Have the learner complete the pre self-assessment. Have the learner think of someone they would like to thank and complete the brief thank you note. When they have completed the activity have the learner complete the post self-assessment. After the learner has completed the task-based activity complete the assessment section and review the results with the learner.

Extension activities

- Use the template and have the learner write a variety of thank you notes to different people.

Task-Based Activity: Write a thank you note

Learner Name: _____ Date: _____

Pre self-assessment

I need to improve my writing skills:

Yes

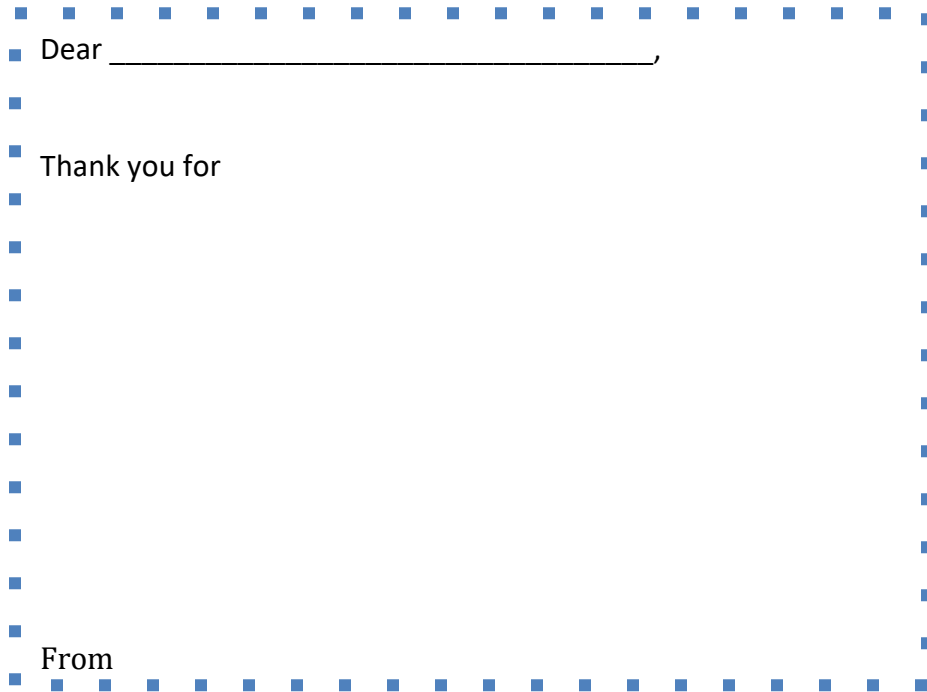
No

New Words

dear

from

Think of someone who you would like to thank. Write a brief note to that person telling them what you would like to thank them for. When you are finished, make sure you sign your name.



Dear _____,

Thank you for

From

Post self-assessment

I think my skills have improved as a result of completing this activity.

Yes

No

Learner comments:

Assessment

Task-Based Activity: Write a thank you note

Learner Name: _____ Date: _____

Practitioner Name: _____

Performance Descriptors	Needs Work	Improving	Excellent
B2: <ul style="list-style-type: none">• 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			

The learner needs to work on the following:

This task was successfully completed

This task needs to be tried again

Practitioner Comments:

Learner Comments: