

OALCF Task Cover Sheet

Task Title: Putting Names, Addresses and Telephone Numbers in an Address Book

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
Task Description: The learner is required to write names, addresses and telephone numbers of people they know into a personal address book. This helps to practice using documents that are in alphabetical order, and helps to develop organizational skills.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read Continuous Text A2: Interpret Documents B1: Interact with others
Level Indicators: A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B1.1: Participate in brief interactions to exchange information with one other person	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Learner is to provide names, addresses and telephone numbers of 10 family members, friends or other people they know (i.e. doctor). If they can't come up with that information, they can use the sample list provided.• Personal address book (samples from the internet may be used)• Pencil• Eraser	

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Task: Using your own list of names, addresses, and telephone numbers (or the one provided), enter the information into an address book. Organize the entries alphabetically using each person's last name.

Learner Information and Instructions:

1. Listen as your practitioner or tutor reads these instructions to you.
2. You need at least ten names, addresses and phone numbers of people you know. You will write this information into your personal address book. Use the information that you brought with you. If you did not bring enough names, pick some from the sample people on the list below.
3. Read through your names, addresses and telephone numbers. Check to see if any information is missing. If there is missing information, like a last name, postal code, or telephone area code, try to find it before continuing.
4. Copy the full name, address and telephone information for each person into the correct place in the address book. Organize them by people's **last name**. If you are using your own address book write any of the sample names of people you do not know in pencil so you can erase them later.
5. Discuss with your practitioner or tutor how this format is used elsewhere (i.e. telephone books, dictionaries, etc.) and why you think that may be helpful.
6. Erase the information for any of the sample people you do not know if you wrote them into your personal address book.

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Sample people you can use if needed:

- | | | | |
|----|---------------|--------------------------------------------|--------------|
| 1. | Dave Simons | 24 West Street South, Orillia, ON. L3V 7T3 | 705-328-2222 |
| 2. | Judy Holmes | RR#2, Orillia, ON. L3V 6H2 | 705-484-6220 |
| 3. | Brenda Peters | 107 Andrew St., Orillia, ON. L3V 7G8 | 705-567-0000 |
| 4. | John Mills | 460 Pine Road, Barrie, ON. L4M 3Y3 | 705-784-1234 |
| 5. | Alan Taylor | 534 Steel St., Barrie, ON. L4M 2G8 | 705-729-1212 |
| 6. | Peter Simms | 80 Vancouver Ave., Barrie, ON. L4M 4M6 | 705-834-3434 |
| 7. | Len Kelly | 22 Mississauga St., Brampton ON. P0N 1T3 | 905-680-1948 |
| 8. | Dave Abbott | 1100 Yonge St., Aurora, ON. G1S 3H2 | 905-335-2121 |

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> • Reads short texts to locate a single piece of information 			
A2.1	<ul style="list-style-type: none"> • Scans to locate specific details 			
	<ul style="list-style-type: none"> • Identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B1.1	<ul style="list-style-type: none"> • Participates in short, simple exchanges 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature