Task-based Activity Cover Sheet

Task Title: Verify Contact Information on a Simple Personal Information Form

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment __ Apprenticeship __ Secondary School __ Post Secondary __ Independence ✔
Task Description: Learner will find and correct personal information errors on a Canadian T1 General Income Tax and Benefit Return

Competency:	**Task Group(s):**
A: Find and Use Information	A2 Interpret Documents
B: Communicate Ideas and Information	B3 Complete and Create Documents

Level Indicators: A2.1: Interpret very simple documents to locate specific details   B3.1a: Make straightforward entries to complete very simple documents
Performance Descriptors: see chart on last page or click here
Links to skill building activities: see the last page or click here

Materials Required:
 • Print the T1 General form below (preferably in colour) and fill in the learner's name and complete address ONLY. Intentionally include errors in:
     • The learner's middle initial
     • The street number
 • Use pencil, so the form can be corrected more easily and neatly. The Canada Revenue agency website is here: http://www.cra-arc.gc.ca

ESKARGO: **Building Readiness for A2.1 Tasks**

- Reads sight words commonly used in simple documents (e.g., days of the week, months of the year, name, address, telephone number, etc.)

Skills and Knowledge Required for Successful Task Performance

Reading Strategies – Decoding and Comprehension Enhancement
- Uses knowledge of vocabulary and sight words related to specific signs, labels, lists and
- simple forms to understand text
- Uses phonics and knowledge of word parts to decode words
- Uses knowledge of basic abbreviations to gather meaning from text

Forms and Conventions – Find Information/Research/Understand Types of Texts
- Scans to locate a single piece of information or specific details

Attitudes:
Practitioner,
We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes.
With your learner, please check one of the following:

☐ Attitude is not important   ☐ Attitude is somewhat important   ☐ Attitude is very important

Task Title: Verify Contact Information on a Simple Personal Information Form

Federal Income Tax forms and other official forms will sometimes come with your personal information already filled in. It is important to make sure this information is correct. Look at the "Income Tax and Benefit Return" form that was completed for you.

Learner Information and Tasks:

Task 1:   Check and correct any errors in your name.

Task 2:   Check and correct any errors in your address.

Canada Revenue Agency   Agence du revenu du Canada

T1 GENERAL 2013

Income Tax and Benefit Return

Complete all the sections that apply to you. For more information, see the guide.

ON 8

Identification

Print your name and address below.

First name and initial

Last name

Mailing address: Apt No – Street No Street name

PO Box	RR

City	Prov./Terr.	Postal Code

Information about you

Enter your social insurance number (SIN):

	Year	Month	Day

Enter your date of birth:

Your language of correspondence: English   Français
Votre langue de correspondance :

Is this return for a deceased person?

	Year	Month	Day

If this **return** is for a **deceased person**, enter the date of death:

Marital status
Tick the box that applies to your marital status on December 31, 2013:

1 ☐ Married   2 ☐ Living common-law   3 ☐ Widowed
4 ☐ Divorced   5 ☐ Separated   6 ☐ Single

Information about your residence

Enter your province or territory of residence on **December 31, 2013**:

Enter the province or territory where you **currently** reside if it is not the same as your mailing address above:

Information about your spouse or common-law partner (if you ticked box 1 or 2 above)

Enter his or her SIN:

Enter his or her first name:

Enter his or her net income for 2013

4

Task Title: Verify Contact Information on a Simple Personal Information Form

Answer Key

Tasks 1-2:   Answers will vary, but they will need to correct the middle initial mistake and the street address number

Task Title: Verify Contact Information on a Simple Personal Information Form

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	• scans to locate specific details			
	• interprets brief text and common symbols			
	• locates specific details in simple documents, such as labels and signs			
B3.1a	• makes a direct match between what is requested and what is entered			
	• makes entries using familiar vocabulary			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**

Skill Building Activities

Links to online resources:

- BBC Skillswise – "Filling in a Form" – http://www.bbc.co.uk/skillswise/topic/filling-out-a-form - learn about the varying purposes of forms, how and where to enter information into a form, and the language and format of forms; by learning to fill in forms, the learner can also develop skills for scanning for specific details when reading a form

- BBC Skillswise – "Skimming and Scanning" – http://www.bbc.co.uk/skillswise/topic/skimming-and-scanning - learn principles of scanning documents, such as using clue words, headings and titles to direct the eye, and knowing in advance what type of information is being sought

- Literacytools – "Filling in Forms" – http://www.literacytools.ie/pages/actions/viewPdfFile.cfm?pId=184 – tips for filling in forms; more about format and language; practise entering personal information into a variety of forms

- Skill Plan's, "Measure Up" - http://www.skillplan.ca/measure-up , (select "English", "Choice of Activities", "Practice", "Reading", and "Labels or Forms with at least one paragraph of text") – tasks to practise locating specific details in labels and forms

- LaRue Literacy Exercises – "Filling Out a Form" - http://www.mcedservices.com/litex/litex.htm - (Scroll down to "Printable Literacy Learning Activities", then download the Introduction and Lessons 3.1-3.3 for "Filling Out a Form") – example of how to fill in personal information into a form; locate details in form, then answer questions; using information provided, fill out a form

LearningHUB Courses Available:

- **Live Classes (SABA) - "Filling In Forms"& "Reading Comprehension"**

- **Essential Skills, Independent Study** (Assigned by practitioner after assessment)
  - Document Use Level 1, Assignment 1: Reading Basic Forms
  - Document Use Level 2, Assignment 2: Locating the Details, Proceeding through Forms

*To access LearningHUB courses, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

*To Access LearningHUB Course Catalogue:
http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf