



**Task Title: Address envelopes using address book**

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 address three envelopes to three different people using the correct format, including a return address and identifying where to place the stamp.

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

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a and B3.1b
- Manage Learning/E.1

**Materials Required:**

- Pen/pencil
- Three blank envelopes

## Learner Information

In our personal lives and in our work, we often need to mail things to other people. It is important to address envelopes correctly so that mail arrives at the right place.

Scan Sarah's Address Book.

### **Sarah's Address Book**

Jane Doe  
P.O. Box 123  
Kincardine Ontario  
N2Z 2Z2

John Jones  
8989 Centre Street  
Calgary Alberta  
A1A 1A2

Sally Stevens  
24 West 24<sup>th</sup> Street  
New York, NY  
USA  
12345

## Work Sheet

**Task 1: Address three envelopes to the people in Sarah’s Address Book. Make sure you put the addresses in the right place on the envelope.**

Answer: No written response required here.

Task completed: Yes  No

**Task 2: Put your return address on the envelope as well. Place an “X” where the stamp would go.**

Answer: No written response required here.

Task completed: Yes  No

**Task 3: Complete the Learner Self-Reflection checklist.**

Learner’s Self-Reflection

1. I copied the names and addresses correctly. Yes  No
2. The envelopes looked neat. Yes  No
3. The words were clear and didn’t run together. Yes  No
4. I put the addresses in the right place on the envelope. Yes  No
5. I can write my own address from memory. Yes  No
6. I used capitals for names of people and places. Yes  No
7. I would feel good about mailing these envelopes. Yes  No

## Answers

**Task 1: Address three envelopes to the people in Sarah's Address Book. Make sure you put the addresses in the right place on the envelope.**

Answer: See envelopes below.

**Task 2: Put your return address on the envelope as well. Place an "X" where the stamp would go.**

Answer: See envelopes below.

Learner's Name	<b>X</b>
Learner's Street Address	
Learner's Town, ON	
Learner's Postal Code	
Jane Doe P.O. Box 123 Kincardine Ontario N2Z 2Z9	

Learner's Name	<b>X</b>
Learner's Street Address	
Learner's Town, ON	
Learner's Postal Code	
John Jones 8989 Centre Street Calgary Alberta A1A 1A2	

Learner's Name

**X**

Learner's Street Address

Learner's Town, ON

Learner's Postal Code

Sally Stevens  
24 West 24<sup>th</sup> Street  
New York, NY  
USA  
12345

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
	locates specific details in simple documents, such as labels and signs			
	interprets brief text and common symbols			
	scans to locate specific details			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			
B3.1b	follows conventions to display information in simple documents (e.g. images support the message, text is legible)			
E.1	begins to monitor own learning			
	uses feedback to improve performance			

This task: Was successfully completed  Needs to be tried again

Task Title: AddressEnvelopesUsingAddressBook\_EI\_A2.1\_B3.1a\_B3.1b\_E.1

Learner Comments:

Instructor (print):

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Learner (print):

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