

Task Title: Address Envelopes Using Address Book

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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 Z2N

John Jones

8989 Centre Street

Calgary Alberta

A1A 1A2

Sally Stevens

24 West 24th 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 **X**

Learner’s Street Address

Learner’s Town, ON

Learner’s Postal Code

Jane Doe

P.O. Box 123

Kincardine Ontario

N2Z Z2N

Learner’s Name **X**

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 24th 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

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**