

Task Title: Putting Names with Addresses in Alphabetical Order

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started (m/d/yyyy):**

**Date Completed (m/d/yyyy):**

**Successful Completion:**  Yes No

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

**Task Description:** The learner will put a list of names with addresses in alphabetical order.

**Competency:** A: Find and Use Information, B: Communicate Ideas and Information

**Task Groups:** A1: Read Continuous Text, A2: Interpret Documents, B3: Complete and Create Documents

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A2.1: Interpret very simple documents to locate specific details
* B3.1a: Make straightforward entries to complete very simple documents
* B3.1b: Create very simple documents to display and organize a limited amount of information

**Performance Descriptors:** See chart on the last page

**Materials Required:**

* Attached list of names
* Attached address book page (two copies)
* You can add in a D.1 to this task set if the learner looks up the business addresses on the internet

**Instructor preparation:** review task with the learner to check understanding. Teach skills for organizing lists into alphabetical order.

# Learner Information

Many people at home and at work keep a record of their friends’, families’ and business acquaintances’ addresses and phone numbers in an address book. Address books organize names of people by alphabetical (letter) order by last name. You’ve met a few new friends in your upgrading classes and would like to add their names into your address book:

|  |  |
| --- | --- |
| Bill Pepper1250 Pinecrest Road, unit 4Ottawa, OntarioK4P 3H9 | Sue Smyth638 Pepper Ave. Apt. #3Nepean, OntarioK2G 4B8 |
| Carlos Omega#95-413 Water Cresc.Kanata, OntarioK8P 2L8 | Michael Barkly234 Ash AvenueCourt 5, Unit 16BOttawa, Ontario K4L 4R5 |
| Leslie MacNeill16 Chick StreetBrockville, OntarioK2H 1N0 |  |

# Learner Tasks

**Task 1: Use the names below and add them onto the name and address page in alphabetical order by last name.**

**Task 2: Look up, in the telephone book or on the internet, two businesses you use (example: Pizza Pizza) and add them in alphabetical order by business name to the blank name and address page.**

**Task 3: Give a title/name to each of the name and address pages you have created.**

# Address Page

**Name and Address Page:**

**Name:**

**Address:**

**Name:**

**Address:**

**Name:**

**Address:**

**Name:**

**Address:**

**Name:**

**Address:**

**Name:**

**Address:**

**Name:**

**Address:**

# Answers

**Task 1: Use the names below and add them onto the name and address page in alphabetical order by last name.**

Barkly, Michael

MacNeill, Leslie

Omega, Carlos

Pepper, Bill

Smyth, Sue

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.1 | * reads short texts to locate a single piece of information
 |  |  |  |
| A1.1 | * decodes words and makes meaning of sentences in a single text
 |  |  |  |
| A2.1 | * scans to locate specific details
 |  |  |  |
| A2.1 | * interprets brief text and common symbols
 |  |  |  |
| A2.1 | * locates specific details in simple documents, such as labels and signs
 |  |  |  |
| A2.1 | * identifies how lists are organized (e.g. sequential, chronological, alphabetical)
 |  |  |  |
| B3.1a | * makes a direct match between what is requested and what is entered
 |  |  |  |
| B3.1b | * follows conventions to display information in lists
 |  |  |  |
| B3.1b | * organizes lists to suit purpose (e.g. alphabetically)
 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):