Task Title: Putting Names with Addresses in Alphabetical Order

OALCF Cover Sheet – Learner 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 put a list of names with addresses in alphabetical order.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.1
- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a and B3.1b

Materials Required:

- Pen, paper and/or digital device

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.

Scan their information below.

Bill Pepper
1250 Pinecrest Road, unit 4
Ottawa, Ontario
K4P 3H9

Sue Smyth
638 Pepper Ave. Apt. #3
Nepean, Ontario
K2G 4B8

Carlos Omega
#95-413 Water Cresc.
Kanata, Ontario
K8P 2L8

Michael Barkly
234 Ash Avenue
Court 5, Unit 16B
Ottawa, Ontario
K4L 4R5

Leslie MacNeill
16 Chick Street
Brockville, Ontario
K2H 1N0

Work Sheet

Task 1: Use the names provided and add them onto a blank name and address page in alphabetical order by last name.

Answer: No written response required here.

Task completed: Yes: ☐

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 a blank name and address page.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Give a title/name to each of the name and address pages you have created and write them at the top of the pages.

Answer: No written response required here.

Task completed: Yes: ☐

NAME AND ADDRESS PAGE:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

NAME AND ADDRESS PAGE:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address:

Name:

Address: