Task Title: Putting Names with Addresses in Alphabetical Order
OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy):_____

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

 Materials Required:

- Attached list of names
- Attached address book page (two copies)
- Internet connection

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 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

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: