



Task-based Activity Cover Sheet

Task Title: Complete a Simple Personal Information Form

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|---|--|
| Learner Name: | |
| Date Started: | Date Completed: |
| Successful Completion: Yes___ No___ | |
| Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post –Secondary___ Independence ✓ | |
| Task Description: Complete the personal information sections of a Canada Post Mail Forwarding (Change of Address) form. Note: The instructor may read the task instructions to the learner. | |
| Competency: B: Communicate Ideas and Information | Task Group(s): B3: Complete and Create Documents |
| B3.1a: Make straightforward entries to complete very simple documents | |
| Performance Descriptors: See chart on last page or click here | |
| Links to Skill Building Activities: see at the end of the document or click here | |
| Materials Required: Photocopy of Canada Post Mail Forwarding (Change of Address) form Pencil or pen Instructor may need to help the learner with the wording in the section: YOUR AUTHORIZATION | |
| ESKARGO: Completes Documents Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary Prints and writes legibly Copies information accurately from printed material Writes and signs own first and last name Writes own address Enters information accurately in the appropriate place Writes number symbols 1-10 Completes a simple form with personal information (i.e., own name, names of family) | |



members and address)

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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When preparing for a move, it is a good idea to purchase the mail forwarding service from the post office. Mail addressed to the old address will then be forwarded to the new address. Look at the Canada Post Mail Forwarding (Change of Address) form.

Learner Information and Tasks:

Task 1: Print your current address in the section: **FORWARD MAIL FROM.**

Task 2: Print the address below in the section: **FORWARD MAIL TO.**

**24 Sussex Drive
Ottawa, ON K1M 2C9
Canada**

Task 3: Print your name in the section: **MAIL RECIPIENTS.**

Task 4: Complete the section: **YOUR AUTHORIZATION.**



Mail Forwarding (Change of Address)

Français au verso

This service is available at canadapost.ca/mailforwarding

SERVICE DETAILS

1 Forward mail addressed to (select all applicable)

Me A company
 Other people Deceased person

Enter start date
Allow advance notice of 3 business days for service to start.

Year Month Day

Will you be returning to your original address?
 Yes No

If yes, please indicate the return date.
Mail delivery resumes the business day following your return.

Year Month Day

ANSWER THE QUESTION BELOW IF MOVING OR TEMPORARILY RELOCATING FROM A RESIDENTIAL ADDRESS

Are all occupants moving or temporarily relocating to the new address? Yes No

FORWARD MAIL FROM

2

Unit/Apt No. Street No. Street name OR PO Box No. OR RR No. (Rural only)

City/Municipality Province Postal code

FORWARD MAIL TO

3

Unit/Apt No. Street No. Street name OR PO Box No. OR RR No. (Rural only)

City/Municipality Province/State Postal/ZIP Code Country

MAIL RECIPIENTS

4

Last/Business name First name

Last/Business name First name

Last name First name

Last name First name

YOUR AUTHORIZATION

5 Mover Data Service (Applicable if you are not returning to the old address)
Canada Post can provide your new address to organizations you deal with. By not participating in this service, important correspondence such as financial statements and recall notices may be delivered to your old address after your Mail Forwarding (Change of Address) service expires. To be eligible, organizations must have your correct names and old address on file and agree to use your new address for the sole purpose of updating their customer records.

If you do not want this feature, please check this box.

AUTHORIZED REQUESTOR DETAILS

I am authorized to purchase mail forwarding on behalf of those named in Section 4. I understand that it is a criminal offense to purchase mail forwarding on behalf of other individuals without their prior consent. I understand that the information I provide will be used to forward mail upon payment of the applicable price.

Requestor's last name Requestor's first name Daytime telephone No.

By providing your email address, you will benefit from the following:

- receive an e-receipt and service related communications from Canada Post
- have access to the online self-serve tool to extend or make changes to your service

Your email is not disclosed to other organizations.

Email address



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Answer Key

Tasks 1-4: Answers will vary with the person completing the task.



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| Performance Descriptors | | Needs Work | Completes task with support from practitioner | Completes task independently |
|-------------------------|--|------------|---|------------------------------|
| B3.1a | <ul style="list-style-type: none">• makes a direct match between what is requested and what is entered | | | |
| | <ul style="list-style-type: none">• makes entries using familiar vocabulary | | | |

This task: was successfully completed____ needs to be tried again____

| |
|--|
| Learner Comments |
| |

Instructor (print)

Learner Signature



Skill Building Activities

Links to online resources:

- BBC Skillswise – “Filling in a Form” – <http://www.bbc.co.uk/skillswise/topic/filling-out-a-form> - learn about the varying purposes of forms, how and where to enter information into a form, and the language and format of forms
- LaRue Literacy Exercises – “Filling Out a Form” - <http://www.mcedservices.com/litex/litex.htm> - (Scroll down to “Printable Literacy Learning Activities”, then download the Introduction and Lessons 3.1-3.3 for “Filling Out a Form”) – example of how to fill in personal information into a form; locate details in form, then answer questions; using information provided, fill out a form
- Literacytools – “Filling in Forms” – <http://www.literacytools.ie/pages/actions/viewPdfFile.cfm?pld=184> – tips for filling in forms; more about format and language; practise entering personal information into a variety of forms
- Skill Plan’s, “Measure Up” - <http://www.skillplan.ca/measure-up> , (select “English”, “Choice of Activities”, “Practice”, “Reading”, and “Labels or Forms with at least one paragraph of text”) – tasks to practise locating specific details in labels and forms

LearningHUB Courses Available:

- **Live Classes (SABA) - “Filling In Forms”**
- **Essential Skills, Independent Study** (Assigned by practitioner after assessment)
 - Document Use Level 1, Assignment 1: Reading Basic Forms
 - Document Use Level 2, Assignment 2: Locating the Details, Transferring Information, Proceeding through Forms

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>