



Task Title: Putting Names with Addresses in Alphabetical Order

OALCF Cover Sheet – Practitioner 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

Instructor/Practitioner Information

Review task with the learner to check understanding. Teach skills for organizing lists into alphabetical order.

Note: You can add D.1 competency to this task if the learner looks up business addresses online.

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:

Answers

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

Answer: The names and addresses should appear on the name and address page in the following order:

Barkly, Michael

MacNeill, Leslie

Omega, Carlos

Pepper, Bill

Smyth, Sue

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.

Answers will vary and business names/addresses should be added to their own page. Business names should appear in alphabetical order.

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.

Learners should have created and titled two address pages. Titles given to each page will vary, but may be similar to: School friends/ALC friends/LBS friends, etc. and Businesses I Use.

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			
	decodes words and makes meaning of sentences in a single text			
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			
	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):
