

OALCF Task Cover Sheet

Task Title: Putting Names with Addresses in Alphabetical Order

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
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 Group(s): 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 compete very simple documents B3.1b: Create very simple documents to display and organize a limited amount of information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen and paper• 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.

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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.

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.

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	

Name and Address Page

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

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Answers:

Task 1: Barkly, Michael
 MacNeill, Leslie
 Omega, Carlos
 Pepper, Bill
 Smyth, Sue

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1:	<ul style="list-style-type: none"> • Reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> • Decodes words and makes meaning of sentences in a single text 			
A2.1	<ul style="list-style-type: none"> • scans to locate specific details 			
	<ul style="list-style-type: none"> • interprets brief text and common symbols 			
	<ul style="list-style-type: none"> • locates specific details in simple documents, such as labels and signs 			
	<ul style="list-style-type: none"> • identifies how lists are organized (e.g. sequential, chronological, alphabetical) 			
B3.1a:	<ul style="list-style-type: none"> • Makes a direct match between what is requested and what is entered • 			
B3.1b	<ul style="list-style-type: none"> • Follows conventions to display information in lists • 			
	<ul style="list-style-type: none"> • Organizes lists to suit purpose (e.g. alphabetically) 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature