

OALCF Task Cover Sheet

Task Title: Use a telephone directory

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment✓ Apprenticeship___ Secondary School✓ Post Secondary___ Independence✓	
Task Description: Use a telephone directory to locate and identify information in each of the different sections of the phone book.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A2: Interpret documents B2: Write continuous text C4: Manage data
Level Indicators: A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information C4.1: Make simple comparisons and calculations	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Telephone book with the 3 sections (white-residential, blue-government, yellow-business)• Pen and Paper	

Skill Building Activities:

- A learner needs to have an understanding of alphabetical order to complete these tasks
- The concept of sequencing is also important
- Understanding that reference materials will have different sections – if leading to secondary school it can be brought in as different subjects in a binder

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Learner Information and Tasks

Telephone directories are used to locate phone numbers, addresses, business names and community services. Many communities are not able to access the internet and therefore the phone book is still a vital part of their lives.

Use a telephone book to answer the following questions.

Task 1: The telephone book has three different sections that are all designated by colour. Name those sections.

Task 2: Locate the phone number and address of a friend who lives in the same city or town. Use their last name to find the information.

Task 3: Locate and list three Sign businesses in the yellow pages of the phone book. Include their addresses and phone numbers.

Task 4: How many different cities or towns are listed in your phone book?

Task 5: What does TTY stand for in the telephone book?

Task 6: Locate and list the information for the Driver and Vehicle Contact Centre in the telephone book. Include all information available.

Task 7: Locate the non-emergency number of the Ontario Provincial Police.

Task 8: Locate a business in your area who fixes broken car windows. List all the information in the ad.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> begins to identify sources and evaluate information 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses sentence structure, upper and lower case and basic punctuation 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			
C4.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> identifies and compares quantities of items 			
	<ul style="list-style-type: none"> understands numerical order 			
	<ul style="list-style-type: none"> identifies and performs required operation 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature