

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):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_