



OALCF Task Cover Sheet

Task Title: Address envelopes from addresses in a personal address book

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| 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 copy the names and addresses of at least five friends or relatives into a personal address book (if one is not already available). The learner is expected to be able to read the names of these people. The learner will then address three envelopes to three different people using the correct format, including a return address. | |
| Competency: A. Find and use information B. Communicate ideas and information E. Manage Learning | Task Group(s): A2: Interpret documents B3: Complete and create documents E: Manage Learning |
| Level Indicators: A2.1 Interpret very simple documents to locate specific details B3.1a Make straightforward entries to complete very simple documents B3.1b Create very simple documents to display and organize a limited amount of information E.1 Set short-term goals, begin to use limited learning strategies and begin to monitor own learning | |
| Performance Descriptors: see chart on last page | |
| Materials Required: A personal address book Three blank envelopes | |

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Practitioner Instructions:

1. Skill Building activities involving addressing envelopes should be done prior to this task.
2. Review the learner's instructions with them.
3. Go over the checklist with the learner so that they are aware of the skills to be demonstrated.
4. Ask the learner to collect the addresses of five family members and/or friends and bring in a personal address book if they have one. If they don't have one, you might photocopy two copies of a blank page from an address book. If they don't know the addresses of five relatives or friends, you might pass around a page for everyone in the class to write their names and addresses (and phone numbers if desired).
5. Ask the learner to copy out five addresses onto the pages of a personal address book. Ask them to read the names of these people.
6. Ask the learner to address three envelopes using addresses from the address book. Select the three names for them to use.
7. When the learner has completed the activity, complete the evaluation together, enter the date completed, and note whether it was successful or needs to be tried again.

Practitioner Information:

Help Allowed: You may help the learner to read addresses, but they should be able to find the names desired. No help should be given with the copying or format of the envelope.

Evaluation: Information should be copied accurately. The format of the envelope should be correct. The student should be able to write their own address correctly for the return address.

Adaptation: Give the learner addresses in an address book, instead of having them collect their own.

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Learner Information and Instructions:

- Task 1:** Collect the names and address of at least five friends or family members. If you have a personal address book, bring it in. If you don't have an address book, copy the names and addresses onto the blank pages your instructor will give you.
- Task 2:** Address the envelopes, using three different addresses from your address book. Make sure to put the addresses in the right place on the envelope.
- Task 3:** Put your return address in the correct place on each envelope as well.

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| NAMES | ADDRESSES | PHONE NUMBERS |
|--------------|------------------|----------------------|
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Learner's self reflection:

1. I copied the names and addresses correctly. Yes No

2. I could read the names in my address book. Yes No

3. The envelopes looked neat. Yes No

4. The words were clear and didn't run together. Yes No

5. I put the addresses in the right place on the envelope. Yes No

6. I can write my own address from memory. Yes No

7. I used capitals for names of people and places. Yes No

8. I used the correct abbreviations. Yes No

9. I would feel good about mailing these envelopes. Yes No

Other comments:

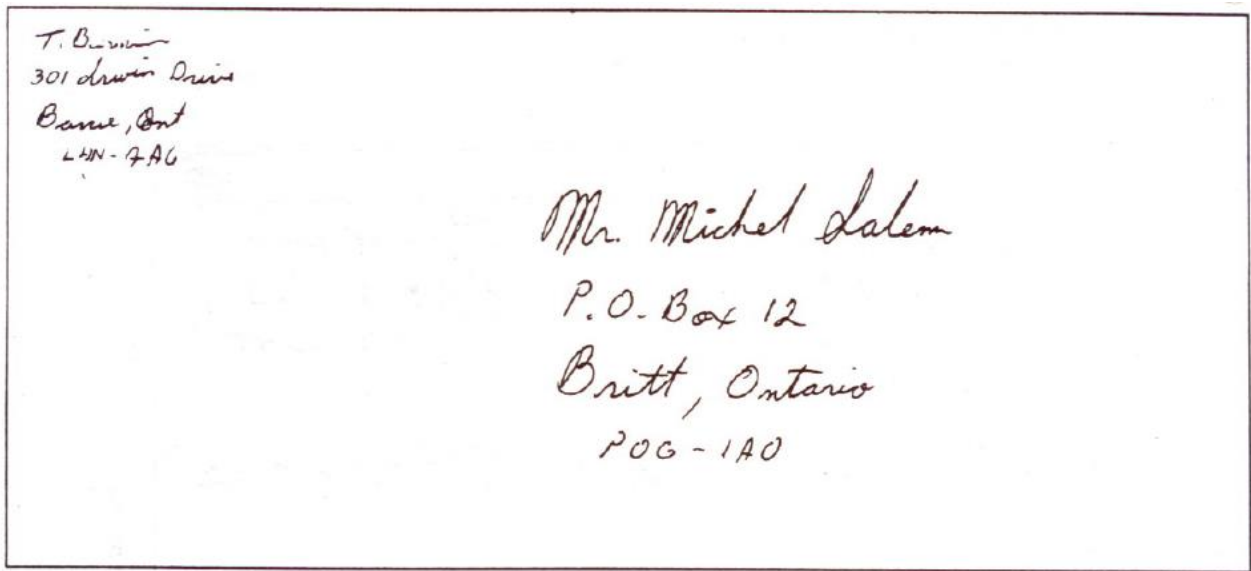
Task Title: Address envelopes from addresses in a personal address book – Sample

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|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p>BUTCH + SHEILA Grenor 606 2nd AVE W OWEN SOUND ONT. N4K 4M8</p> | <p>HOME 519 378 0084 WORK 519 378 1120 COTT. 519 798 3245</p> |
| <p>BILL + BONNIE HAZELTON Group Box 10 9 Wilkie St Belleville Ont K8P 3H3</p> | <p>HOME 613 967-8152</p> |
| <p>MIKE + Annelie Hedden 482 Alderson Rd Carlisle Ont L7P 1P2</p> | <p>HOME 905 986-7914</p> |
| <p>MURRAY + LIZ INGLIS 109 Campbell Ave W Campbellville Ont L1P 2B3</p> | <p>HOME 905 734-1327 COTT. 519 797 4667</p> |

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Student Sample of successfully completed document:



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| Performance Descriptors | | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------|-------------------------------------|
| A2.1 | <ul style="list-style-type: none"> Identifies how lists are organized (e.g. sequential, chronological, alphabetical) | | | |
| | <ul style="list-style-type: none"> Locates specific details in simple documents, such as labels and signs | | | |
| | <ul style="list-style-type: none"> Interprets brief text and common symbols | | | |
| | <ul style="list-style-type: none"> Scans to locate specific details | | | |
| 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 | | | |
| B3.1b | <ul style="list-style-type: none"> Follows conventions to display information in simple documents (e.g. images support the message, text is legible) | | | |
| E.1 | <ul style="list-style-type: none"> Begins to monitor own learning | | | |
| | <ul style="list-style-type: none"> Uses feedback to improve performance | | | |

This task: was successfully completed____ needs to be tried again____

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| Learner Comments |
| |

Instructor (print)

Learner Signature