

## Task-Based Activity: Complete a Change of Address Form

**Laubach Connection:** Laubach Way to Reading (LWR) Book 4, Lesson 3

**OALCF Link**

### Relevant Goal Paths

Employment, Independence

**Rationale:** Learners on the Employment and Independence Paths will need to fill out simple forms for a variety of different reasons.

**Task-Based Activity Description:** The learner will complete a simple form (change of address form).

### Competency, Task Group and Level Indicators

(See Assessment page for performance descriptors)

#### B: Communicate Ideas and Information

##### B3: Complete and create documents

- **B3.1a:** Make straightforward entries to complete very simple documents

### Materials Required

- Pen or pencil and eraser
- Question sheets

## Overview

### Activity Introduction

This task uses a simple change of address form.

In lesson three, Kitty gets a job and moves into her first apartment. Discuss with the learner if they have ever moved before. Discuss the importance of notifying people that you have changed your address when you move.

### New words

Determine any new words that you think are being introduced in the activity and review those words with the learner.

### Instructions

1. Have the learner fill in their name and the date.
2. Have the learner complete the pre self-assessment.
3. Have the learner complete the task-based activity.
4. After completing the activity, have the learner complete the post self-assessment.
5. After the learner has completed the task-based activity, complete the assessment section and review the results with the learner.

### Extension activities

- Look up how to change your email address and contact information for online bills you receive.