

## 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.

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

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Pre self-assessment

I need to improve my skills at completing forms:

Yes

No

### Activity

1. Use the following information to complete the Change of Address cards. There are two cards. Each card has two sides. Fill out both sides of the change of address cards. Put an "X" on the spot where you would place a stamp.

John Green lives at:

162 Maple Street  
Elmhurstville, Ontario  
T6K 121

His telephone number is (111) 888-1212. His telephone number is not changing when he moves.

John is moving on October 10, 2014 to:

34 Park Lane  
Elmhurstville, Ontario  
T6L 3E3

John needs to send a change of address card to a friend named Jody Clark who lives at:

66 Talbot Street  
Ambleton, Ontario  
K2M 4Z4

He also needs to send a change of address card to his doctor:

Dr. Pendleton  
150 Cedar Hill Ave.  
Unit #6  
Elmhurstville, Ontario  
T6K 1F5



Affix    Affranchir  
Postage

Name                      Nom

Address                      Adresse

City                      Ville                      Province

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Change of Address  
Announcement**

**Annonce de  
changement d'adresse**

Name Nom

Please  
change my  
address  
effective on:

Veillez  
changer  
mon adresse à  
compter du:

Year/An

Month/Mois

Day/Jour

Account/Subscription No.

No. de compte ou d'abonnement

Old Address

Ancienne Adresse

Street No., Apt. No., P.O. Box or R.R. No.

N° de Rue, N° d'app., No. de Cp ou de R.R.

City

Ville

Province

Old Postal  
Code

Ancien Code  
Postal

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Telephone/Téléphone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

New Address

Nouvelle Adresse

Street No., Apt. No., P.O. Box or R.R. No.

No. de rue, No d'app., No. de Cp or de R.R.

City

Ville

Province

New Postal  
Code

Nouvelle Code  
Postal

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Telephone/Téléphone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Y/A

M

D/J

Signature

Date

Canada Post Corporation

Société Canadienne des postes



Affix    Affranchir  
Postage

Name                      Nom

Address                      Adresse

City                      Ville                      Province

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Code

Ancien Code  
Postal

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone/Téléphone       -       -      

New Address

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City

Ville

Province

New Postal  
Code

Nouvelle Code  
Postal

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone/Téléphone       -       -      

Y/A

M

D/J

Signature

Date

Canada Post Corporation

Société Canadienne des postes

## Post self-assessment

I think my skills have improved as a result of completing this activity.

Yes

No

Learner comments:

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## Assessment

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

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Practitioner Name: \_\_\_\_\_

Performance Descriptors	Needs Work	Improving	Excellent
B3.1a: Make straightforward entries to complete very simple documents <ul style="list-style-type: none"><li>• makes a direct match between what is requested and what is entered</li><li>• makes entries using familiar vocabulary</li></ul>			

The learner needs to work on the following:

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This task was successfully completed

This task needs to be tried again

Practitioner Comments:

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Learner Comments:

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