

## Task-Based Activity: Enter names, addresses and phone numbers in a personal phone book

**Laubach Connection:** Laubach Way to Reading (LWR) Book 1, Lesson 11

### OALCF Link

#### Relevant Goal Paths

Employment, Independence

**Rationale:** Learners on the Employment and Independence Paths will need to keep track of phone numbers and addresses for a variety of different reasons.

**Task-Based Activity Description:** The learner will make straightforward entries (addresses from lesson 11) into very simple documents (address book).

### OALCF Competency, Task Group and Level Indicator (See Assessment page for performance descriptors)

#### B: Communicate Ideas and Information

B3: Complete and create documents

- B3.1a Make straightforward entries into very simple documents

#### Materials Required

- Pen or pencil and eraser
- Questions sheet with same phone and address book page

## Overview

### Activity Introduction

This task-based activity uses a sample phone and address book page. In Lesson 11 several names, addresses and phone numbers are introduced. Ask the learner if they keep a personal phone and address book. Discuss the fact that many people keep these electronically but the concept is still the same. Explain that this is an example of a very simple document.

### New words

Review the new words that are being introduced. Explain the meanings of the words to the learner. Not all new words are in the new word list. You may need to review additional words as the learner works through the activity.

### Instructions

Have the learner fill in their name and the date. Have the learner complete the pre self-assessment. Have the learner enter the names, addresses and phone numbers in the personal phone book page. After the learner has completed the task-based activity complete the assessment section and review the results with the learner.

### Extension activities

- Complete the activity using authentic names and addresses from the phone book.
- Use the Internet 411 or Canada Post service to look up addresses to add.
- Have the learners complete a self-addressed envelope.

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

Date: \_\_\_\_\_

### Pre self-assessment

I need to improve my skills at completing documents

Yes

No

### New Words

name

address

1. Enter the following names, addresses and phone numbers in the personal phone book on the next page.

Bob Hill  
19 Valley Street  
Indian Valley  
234-9169

Cal Bird  
9 Valley Street  
Indian Valley  
234-8571

Mrs. Oliver  
426 River Street  
London  
446-5555

2. Add your own name and address and phone number.

<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____	<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____
<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____	<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____
<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____	<b>Name</b> _____ <b>Address</b> _____ _____ _____ <b>Phone (    )</b> _____ - _____

### Post self-assessment

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

Yes

No

Learner comments:

## Assessment

### Task-Based Activity: Enter names, addresses and phone numbers in a personal phone book

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

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

Performance Descriptors	Needs Work	Improving	Excellent
B3: <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:

This task was successfully completed

This task needs to be tried again

Practitioner Comments:

Learner Comments: