

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.