

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

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.

Name _____ Address _____ _____ _____ Phone () _____ - _____	Name _____ Address _____ _____ _____ Phone () _____ - _____
Name _____ Address _____ _____ _____ Phone () _____ - _____	Name _____ Address _____ _____ _____ Phone () _____ - _____
Name _____ Address _____ _____ _____ Phone () _____ - _____	Name _____ Address _____ _____ _____ Phone () _____ - _____

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">• makes a direct match between what is requested and what is entered• makes entries using familiar vocabulary			

The learner needs to work on the following:

This task was successfully completed

This task needs to be tried again

Practitioner Comments:

Learner Comments: