



Task Title: Locating Information in a School Directory

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will find information about teachers and classrooms in a high school directory.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Most schools and office buildings have directories. Learning how to find information in a directory can help you find the person, floor or department you are looking for.

Scan "Sunnyvale High School 2025-2026 Directory".

Sunnyvale High School 2025-2026 Directory

Teacher Name	Department	Room Number
Mr. Adams	English	102
Mr. Allington	Art	203
Mrs. Boucher	English	104
Mrs. Chen	Science (Chemistry)	300
Mrs. Henderson	Science (Biology)	205
Mrs. Ibrahim	Math and Physics	106
Mr. Kaur	Art	101
Mr. Kim	Science (Physics)	103
Mrs. Li	Civics and Careers	202
Mrs. Livingston	Civics and Careers	301
Mr. McKenzie	Math	100
Mr. Norton	Administration	307
Mr. Newman	English	305
Mr. Patel	Music	206
Mrs. Roy	Music and Math	105
Mrs. Shah	Geography and History	302
Mrs. Shephard	Administration	304
Mrs. Singh	Physical Education	207
Mr. Thompson	French	204
Mrs. Tremblay	Science (Chemistry)	303
Mrs. Turner	Physical Education	201
Mr. Webb	Geography and History	107
Mr. Wilson	French	306
Mrs. Wong	Administration	200

Note: The first number of a room number indicates the floor number.

Work Sheet

Task 1: List the names of the physical education teachers.

Answer:

Task 2: List the names of the math teachers.

Answer:

Task 3: How many teachers work in the French department?

Answer:

Task 4: Which teachers have rooms on the third floor?

Answer:

Answers

Task 1: List the names of the physical education teachers.

Answer: Mrs. Singh, Mrs. Turner

Task 2: List the names of the math teachers.

Answer: Mrs. Ibrahim, Mr. McKenzie, Mrs. Roy

Task 3: How many teachers work in the French department?

Answer: two (Mrs. Thompson and Mr. Wilson)

Task 4: Which teachers have rooms on the third floor?

Answer:

- Mrs. Chen (300)
- Mrs. Livingston (301)
- Mrs. Shah (302)
- Mrs. Tremblay (303)
- Mrs. Shephard (304)
- Mr. Newman (305)
- Mr. Wilson (306)
- Mr. Norton (307)

Task Title: LocatingInformationInASchoolDirectory_S_A2.2

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
