

## Workplace Skill: Organizing information

### English Class Phone List

Name	Telephone Number
Mark	519-915-3450
Sarah	226-246-1333
Julie	519-817-9812
David	226-260-4545
Matt	519-995-0098

Write the phone numbers in alphabetical order

Name	Telephone Number
David	
Julie	
Mark	
Matt	
Sarah	

Match the instructions

Listen

Write

Read

Classroom Instructions

