

## WRITING LEVEL 1

Adult learners will begin to express themselves in writing using clear and grammatically correct structures.

<b>Benchmarks</b> On exit of this level, learner is able to:	<b>Applications</b> Examples of how/where learners will use this skill:	I do it well enough	I want to work on it	I don't need to work on this now
Write letters of the alphabet and numbers.	<ul style="list-style-type: none"> <li>• Reproduce upper-case letters.</li> <li>• Reproduce lower-case letters.</li> <li>• Reproduce numerals.</li> </ul>			
Write basic information for personal identification on a form.	<ul style="list-style-type: none"> <li>• Write his/her name on a form, such as a driver's license or simple work application.</li> <li>• Write his/her address and telephone number on a form, such as a medical or school record.</li> </ul>			
Copy basic information.	<ul style="list-style-type: none"> <li>• Copy vocabulary words with the correct spelling.</li> <li>• Copy a sentence with correct spelling and correct punctuation.</li> <li>• Copy a telephone number and address.</li> </ul>			
Write from dictation.	<ul style="list-style-type: none"> <li>• Write dictated vocabulary words.</li> <li>• Match a letter to a sound.</li> <li>• Interview a classmate and write responses to statements such as, "I like..." "He likes..." "She likes..."</li> <li>• Complete a cloze/gap exercise.</li> </ul>			
Write with increasing fluency for multiple purposes.	<ul style="list-style-type: none"> <li>• Write a simple telephone message.</li> <li>• Write a return address on an envelope.</li> <li>• Write name and address on a form.</li> <li>• Write information on a simple form.</li> <li>• Write a thank you note.</li> </ul>			
Use grammatically correct structures and punctuation.	<ul style="list-style-type: none"> <li>• Write a sentence beginning with a capital letter and ending with the correct punctuation.</li> <li>• Write a present tense sentence with correct subject-verb agreement.</li> <li>• Change singular to plural correctly.</li> <li>• Write possessive endings.</li> </ul>			

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

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