

LANGUAGE ARTS

Level 0.0 - 1.9 • (Beginning Literacy)

Literacy Completion Point J

Student: _____	ID #: _____	Entry Date: _____
Institution: _____	Date Achieved: _____	
Site: _____	Instructor(s): _____	

PLEASE CHECK CORRESPONDING BOX AS EACH STANDARD IS ACHIEVED.

Program Number: 9900000

Course Number: 9900003

CIP Number: 1532.010200

STANDARD 1

Produce legible cursive and/or manuscript handwriting

Date: _____ Instructor: _____

The student will be able to:

- 01.01 Write legible capital and lowercase letters.
- 01.02 Group letters to form words.
- 01.03 Space words to form sentences.
- 01.04 Sign name in legible cursive handwriting.
- 01.05 Copy printed or written material of at least one paragraph.

STANDARD 2

Apply the beginning rules of capitalization

Date: _____ Instructor: _____

The student will be able to:

- 02.01 Capitalize the first letter of the first word of declarative, interrogative, and exclamatory sentences.
- 02.02 Capitalize the pronoun "I".
- 02.03 Capitalize proper nouns; including names, titles, places, and abbreviations.

STANDARD 3

Apply the beginning rules of punctuation

Date: _____ Instructor: _____

The student will be able to:

- 03.01 Distinguish between statements, questions, and exclamations presented orally by the teacher.
- 03.02 Use correct punctuation to mark declarative, exclamatory, and interrogative sentences.
- 03.03 Use a period to complete abbreviations of common titles used as proper nouns, e.g., Mr., Mrs., Ms., and Dr.

STANDARD 4

Apply basic grammatical concepts and rules

Date: _____ Instructor: _____

The student will be able to:

- 04.01 Identify nouns and verbs.
- 04.02 Identify functions of a subject, verb, noun, and pronoun.
- 04.03 Make subjects and verbs agree.
- 04.04 Write statements and questions using appropriate word order.

STANDARD 5

Demonstrate the ability to organize information

Date: _____ Instructor: _____

The student will be able to:

- 05.01 Classify pictures and shapes under appropriate headings.
- 05.02 Arrange pictures in an appropriate sequential pattern.
- 05.03 Arrange up to three events in sequential order.
- 05.04 Group words by similarities in definition.

STANDARD 6

Demonstrate understanding of writing as communication

Date: _____ Instructor: _____

The student will be able to:

- 06.01 Write and revise short simple sentences.
- 06.02 Write telephone numbers and simple words from dictation.
- 06.03 Organize and write a list, e.g., things to do and groceries to buy.
- 06.04 Identify sentences and paragraphs.

Continued on back

STANDARD 7

Demonstrate the ability to speak effectively

Date: _____ Instructor: _____

The student will be able to:

- 07.01 Speak clearly and audibly in large or small group settings.
- 07.02 Ask questions to better understand other people's ideas.
- 07.03 Convey meaning and ideas by speaking effectively in conversations with others.

STANDARD 8

Demonstrate familiarity with computers and computer terminology

Date: _____ Instructor: _____

The student will be able to:

- 08.01 Recognize basic terminology associated with computers, e.g., hardware, software, mouse, monitor, boot up, disk, cursor, and keyboard.
- 08.02 Identify the basic parts of a computer, e.g., mouse, keyboard, monitor, and disk drive.
- 08.03 Demonstrate appropriate use and care of computer hardware and software, e.g., inserting a disk properly and using the mouse to move the cursor.

Administrator: _____ Instructor: _____

Signatures verify achievement of LITERACY COMPLETION POINT J Effective: ____ / ____ / ____