

# LANGUAGE ARTS

## Level 2.0 - 3.9 • (Beginning Basic Education)

### Literacy Completion Point K

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 9

**Demonstrate beginning knowledge of the conventions of standard written English**

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

The student will be able to:

- 09.01 Write short sentences from dictation.
- 09.02 Write (copy) dates, days of the week, months of the year, and numbers.

### STANDARD 10

**Apply rules of capitalization**

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

The student will be able to:

- 10.01 Capitalize the greeting and closing of a letter.

### STANDARD 11

**Apply rules of punctuation**

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

The student will be able to:

- 11.01 Use a comma between city and state and between the day of the month and the year.
- 11.02 Use a comma after the greeting and after the closing of a friendly letter.
- 11.03 Use commas to separate words in a series.
- 11.04 Use an apostrophe to form contractions.

### STANDARD 12

**Apply basic grammatical concepts and rules**

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

The student will be able to:

- 12.01 Identify the subject and predicate within a sentence.
- 12.02 Write the singular and plural forms of nouns.
- 12.03 Write original declarative sentences having compound subjects and/or predicates.
- 12.04 Write the appropriate forms of common regular and irregular verbs, e.g., am/is/are, was/were, has/have, go/went, and sell/sold.
- 12.05 Make nouns and pronouns agree.
- 12.06 Distinguish uses of "the," "a," and "an."

### STANDARD 13

**Organize Information**

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

The student will be able to:

- 13.01 Assign words to appropriate lists based on similarities in definition, structure, or part of speech.
- 13.02 Generate headings for words grouped by commonalities.
- 13.03 Identify sentences and non-sentences.
- 13.04 Tell an event in chronological order.

## STANDARD 14

### Write to communicate ideas and information

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

The student will be able to:

- 14.01 Make a plan for writing that includes a central topic and at least two related ideas.
- 14.02 Draft and revise simple writings that express ideas clearly.
- 14.03 Compose a short letter and address an envelope.
- 14.04 Complete a simple form stating personal information, e.g., name, complete address and telephone number, date of birth, employer, and emergency contact.
- 14.05 Write from personal experience.
- 14.06 Compose simple sets of instructions for tasks using logical sequencing of at least three steps.

## STANDARD 15

### Demonstrate the ability to speak effectively

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

The student will be able to:

- 15.01 Use eye contact and simple gestures to enhance communications.
- 15.02 Present orally a written assignment.

## STANDARD 16

### Demonstrate basic computer use

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

The student will be able to:

- 16.01 Open and close basic computer programs appropriately.
- 16.02 Identify and access a web address.

Administrator: \_\_\_\_\_ Instructor: \_\_\_\_\_

Signatures verify achievement of LITERACY COMPLETION POINT K Effective: \_\_\_\_/\_\_\_\_/\_\_\_\_