

# LANGUAGE ARTS

## Level 4.0 - 5.9 • (Intermediate Low Basic Education)

### Literacy Completion Point M

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

**Program Number:** 9900000

**Course Number:** 9900003

**CIP Number:** 1532.010200

**PLEASE CHECK CORRESPONDING BOX AS EACH STANDARD IS ACHIEVED.**

### STANDARD 17

**Apply rules of capitalization**

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

The student will be able to:

- 17.01 Capitalize proper nouns including days of the week, months of the year, holidays, book and magazine titles, countries, states, rivers, and continents.
- 17.02 Capitalize titles of books, poems, songs, television shows, and movies.

### STANDARD 18

**Apply rules of punctuation**

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

The student will be able to:

- 18.01 Use a comma before the conjunction in a compound sentence.
- 18.02 Use an apostrophe to show the possessive noun.
- 18.03 Use a comma to set off a proper name in a direct address.
- 18.04 Use comma(s) to set off an appositive.

### STANDARD 19

**Demonstrate competency in spelling**

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

The student will be able to:

- 19.01 Spell months of the year, days of the week, and numbers from one to one hundred twenty-one.
- 19.02 Spell 98% of the words on the preprimer through third grade list on the Dolch Words List.
- 19.03 Use a dictionary to spell words having phonetically regular beginnings.
- 19.04 Apply rules for adding common prefixes and suffixes.

### STANDARD 20

**Observe conventions of editing**

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

The student will be able to:

- 20.01 Find and correct spelling errors, including, homonyms.
- 20.02 Find and correct punctuation and capitalization errors.

### STANDARD 21

**Apply structural and grammatical rules of writing**

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

The student will be able to:

- 21.01 Identify the complete subject and complete predicate of a statement.
- 21.02 Identify the complete subject and complete predicate of a question.
- 21.03 Identify the simple subject of a statement and a question.
- 21.04 Identify compound subjects and predicates.
- 21.05 Identify commands with an understood subject.
- 21.06 Identify verbs in the context of simple and compound sentences.
- 21.07 Identify nouns, verbs, pronouns, adjectives, adverbs, conjunctions, prepositions, and interjections in texts.
- 21.08 Write the appropriate forms of common regular and irregular verbs.
- 21.09 Distinguish present tenses, past tenses and future tenses of common verbs.
- 21.10 Use nominative and objective cases of pronouns correctly.
- 21.11 Identify phrases, independent clauses, and dependent clauses.
- 21.12 Write correctly worded and punctuated complex sentences.
- 21.13 Recognize and create logical paragraph breaks in writing.
- 21.14 Indent paragraphs.

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## STANDARD 22

### Communicate ideas and information through the writing process

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

The student will be able to:

- 22.01 Prepare for writing by brainstorming verbally and in writing, focusing on a central idea found in the brainstorming, generating and organizing ideas related to the central focus, and identifying the specific purpose for the writing.
- 22.02 Demonstrate a logical organizational pattern that includes a beginning, middle, and ending.
- 22.03 Effectively use familiar words, supporting details, and transitional devices.
- 22.04 Draft, revise, and edit writing for a variety of occasions, audiences, and purposes in a variety of content areas.

## STANDARD 23

### Use speaking strategies effectively

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

The student will be able to:

- 23.01 Speak clearly at an understandable rate and use appropriate volume.
- 23.02 Participate as a contributor and occasionally act as a leader in a group discussion.
- 23.03 Organize a speech using a basic beginning, middle, and ending.

## STANDARD 24

### Perform computer activities

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

The student will be able to:

- 24.01 Demonstrate the steps necessary to boot up a computer system, i.e., Windows and Macintosh.
- 24.02 Utilize computer directories to locate files.
- 24.03 Create and save documents using a word processing program.
- 24.04 Keyboard material from handwritten copy.
- 24.05 Demonstrate proper keyboarding techniques while using an instructional program.
- 24.06 Retrieve, interpret, and record computerized information, e.g., find and print information from a website.
- 24.07 Demonstrate good "housekeeping" at his or her workstation.

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

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