

LANGUAGE

Level 2.0 - 3.9 • (Beginning Literacy)

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

PLEASE CHECK CORRESPONDING BOX AS EACH STANDARD IS ACHIEVED.

STANDARD 9

The student demonstrates beginning knowledge of the conventions of standard written English.

Date: _____ Instructor: _____

Benchmarks:

- 9.1 Writing short sentences from dictation;
- 9.2 Writing dates, days of the week, months of the year, and numbers.

STANDARD 10

The student applies rules of capitalization.

Date: _____ Instructor: _____

Benchmark:

- 10.1 Capitalizing the greeting and closing of a letter.

STANDARD 11

The student applies rules of punctuation.

Date: _____ Instructor: _____

Benchmarks:

- 11.1 Using a comma between city and state and between the day of the month and the year;
- 11.2 Using a comma after the greeting and after the closing of a friendly letter;
- 11.3 Using a comma to set off proper names in direct address;
- 11.4 Using commas to separate words in a series;
- 11.5 Using an apostrophe to form contractions.

STANDARD 12

The student applies basic grammatical concepts and rules.

Date: _____ Instructor: _____

Benchmarks:

- 12.1 Identifying the subject and predicate within a sentence;
- 12.2 Writing the singular and plural forms of nouns;
- 12.3 Writing original declarative sentences having compound subjects and/or predicates;
- 12.4 Writing the appropriate forms of common regular and irregular verbs (for example: am/is/are, was/were, has/have, go/went, sell/sold);
- 12.5 Making nouns and pronouns agree;
- 12.6 Distinguishing uses of "the," "a," and "an."

STANDARD 13

The student organizes information.

Date: _____ Instructor: _____

Benchmarks:

- 13.1 Assigning words to appropriate lists based on similarities in definition, structure, or part of speech;
- 13.2 Generating headings for words grouped by commonalities;
- 13.3 Identifying sentences and non-sentences;
- 13.4 Telling an event in chronological order.

STANDARD 14

The student writes to communicate ideas and information.

Date: _____ Instructor: _____

Benchmarks:

- 14.1 Making a plan for writing that includes a central topic and at least two related ideas;
- 14.2 Drafting and revising simple writings that express ideas clearly;
- 14.3 Composing a short letter and addressing an envelope;
- 14.4 Completing a simple form stating personal information (for example: name, complete address, telephone number, date of birth, employer, emergency contact);
- 14.5 Writing from personal experience;
- 14.6 Composing simple sets of instructions for tasks using logical sequencing of at least three steps.

STANDARD 15

The student demonstrates the ability to speak effectively.

Date: _____ Instructor: _____

Benchmarks:

- 15.1 Using eye contact and simple gestures to enhance communications;
- 15.2 Presenting orally a written assignment.

Continued on back

STANDARD 16

THIS STANDARD IS OPTIONAL AS COMPUTER TECHNOLOGY IS NOT PROVIDED FOR EVERY STUDENT. HOWEVER, IT IS STRONGLY RECOMMENDED THAT STUDENTS WITH ACCESS TO COMPUTER TECHNOLOGY COMPLETE STANDARD 16 DURING WORK ON LEVEL 2.0 – 3.9. Please Note: THE TEACHER'S RESOURCE GUIDE DOES OFFER LESSON PLANS ENABLING INSTRUCTORS TO INTRODUCE STUDENTS TO TECHNOLOGY WITHOUT A COMPUTER IN THE CLASSROOM.

The student demonstrates basic computer use.

Date: _____ Instructor: _____

Benchmarks:

- 16.1 Opening and closing basic computer programs appropriately;
- 16.2 Identifying and accessing a web address.

LITERACY COMPLETION POINT K