

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: ____ / ____ / ____

LANGUAGE ARTS

Level 2.0 - 3.9 • (Beginning Basic Education)

Literacy Completion Point K

| | | |
|--------------------|-------------|----------------------|
| 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 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.

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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: _____ / _____ / _____

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: ____/____/____

LANGUAGE ARTS

Level 6.0 - 8.9 • (Intermediate High Basic Education)

Literacy Completion Point N

| | | |
|--------------------|----------------------|-------------------|
| 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 25

Compose structurally and grammatically correct sentences and paragraphs

Date: _____ Instructor: _____

The student will be able to:

- 25.01 Sustain a consistent point of view throughout a multiple paragraph text.
- 25.02 Develop appropriate tense use throughout a multiple paragraph text.
- 25.03 Create paragraph divisions in an extended text and mark them through indentation.
- 25.04 Write paragraphs with stated or implied topic sentences.
- 25.05 Write paragraphs with clear connections between all sentences.
- 25.06 Write paragraphs with transition sentences.
- 25.07 Appropriately use all forms of punctuation and capitalization.
- 25.08 Construct agreement between subjects and verbs in all types of sentence structures and lengths.
- 25.09 Consistently use the correct forms of irregular verbs.
- 25.10 Correctly apply the singular and plural forms of nouns.
- 25.11 Correctly use the nominative and objective cases of pronouns, e.g., she/her.
- 25.12 Write a variety of sentence types.
- 25.13 Identify passive voice, e.g., Passive = The man was bitten by the dog; Active = The dog bit the man.

STANDARD 26

Demonstrate an understanding of the functions of the parts of speech

Date: _____ Instructor: _____

The student will be able to:

- 26.01 Identify all parts of speech; including, nouns, verbs, adjectives, adverbs, conjunctions, prepositions, interjections, and verbals (verbs used as nouns, adjectives or adverbs; such as, infinitives, participles, and gerunds).
- 26.02 Identify how parts of speech work in a particular sentence, e.g., noun used as an object instead of a subject.
- 26.03 Identify parts of the sentence; including, a complete and simple subject and a complete and simple predicate.
- 26.04 Explore how the parts of a sentence create meaning in a sentence, e.g., phrases used as adverbs and subordination of dependent clauses.

STANDARD 27

Effectively communicate ideas and information through the writing process

Date: _____ Instructor: _____

The student will be able to:

- 27.01 Brainstorm ideas in writing.
- 27.02 Organize information before writing.
- 27.03 Draft and revise all types of writing so that it
 - is focused and purposeful;
 - conveys a sense of completeness and is focused on a central idea;
 - has an organizational pattern that provides for a logical progression of ideas and includes a beginning, middle, and ending;
 - demonstrates continuity of purpose, style, voice, and tense.
- 27.04 Edit writing to produce final documents that are grammatically correct.
- 27.05 Understand the difference between plagiarism and student-generated text.
- 27.06 Create a bibliography.

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STANDARD 28

- Write to communicate ideas effectively in a variety of content areas

Date: _____ Instructor: _____

The student will be able to:

- 28.01 Write narrative answers to a variety of content area questions.
28.02 Use the writing process to generate text about social studies, science, and/or literature, e.g., reports and critiques.

STANDARD 29

- Use the computer to enhance personal learning and performance

Date: _____ Instructor: _____

The student will be able to:

- 29.01 Create documents using a word processing program.
29.02 Save documents to a disk.
29.03 Use computer skills for research.
29.04 Demonstrate keyboarding skills necessary for increased productivity.

Administrator: _____ Instructor: _____

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