

# Contents



Note to the tutor	Page 2
Overview	Page 3
Assessment Brief I (Rules of writing)	Page 4
Writing practice	Page 5
Writing personal information	Page 16
Writing sight words	Page 30
Dolch List I	Page 39
Dolch List 2	Page 41
Writing CVC words	Page 42
Writing days and months	Page 52
Writing sentences	Page 60
Assessment Brief 2 (Sentences)	Page 61
Proofreading	Page 77
Everyday writing tasks	Page 82
Assessment Brief 3 (Forms of writing)	Page 83
Appendix I	Page 133
Mapping of learning outcomes	Page 135

# Copyright © 2020 Janna Tiearney, Educoot. All Rights Reserved.

#### Assessment Brief 1

Course: Writing
Course Code: M2CO2

Assessment: Collection of Work

Title: Using the rules of writing Weighting: Collection of Work 100%

Guidelines

You will be expected to:

- I. Use the rules of writing appropriately, e.g. capital letters, full stops and questions marks.
- 2. Write and spell familiar words accurately.
- 3. Write and spell words accurately by sounding them out.
- 4. Write and spell accurately common sight words.

#### Assessment criteria

- Exercises and tasks must be complete and correct.
- Take part in writing practice exercises, e.g. formation of letters, lowercase and uppercase.
- Use capital letters for names, places, address and filling in a form.
- Write numbers from one to ten.
- Write sentences correctly, using a capital letter to start and a full stop to end.
- Write familiar words, e.g. friends' and family names, address, personal hobbies, age, etc.
- Recognise the difference between sentences and questions.
- Spell common sight words correctly. (Dolch, days, months)
- Use methods to assist writing, e.g. the 'Look, say, cover, write, check' method.
- Identify and write sounds to spell words accurately.

Submission date:		
I confirm that this	is my own original work.	
Signed:	Date:	

. Read the notes.

## The Alphabet

The alphabet has 26 letters.

The general rule:

There are 5 vowels - a, e, i, o, u.

The rest of the letters are called consonants.

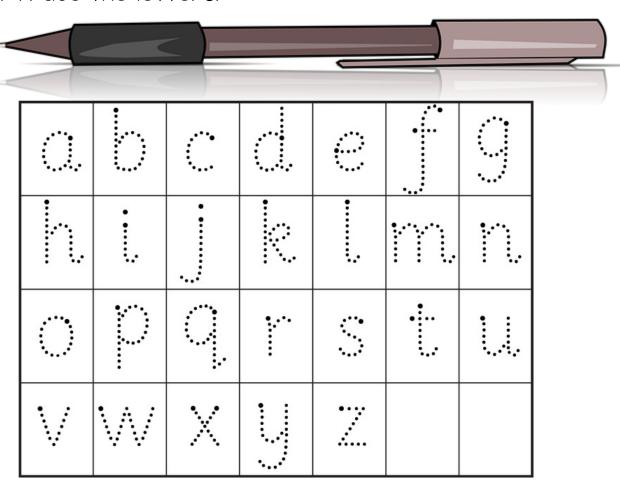
a	b	С	d	е	f	9	h	i	j	k		m
n	0	р	q	r	S	+	u	V	W	X	У	Z

# 5. Copy the letters below:

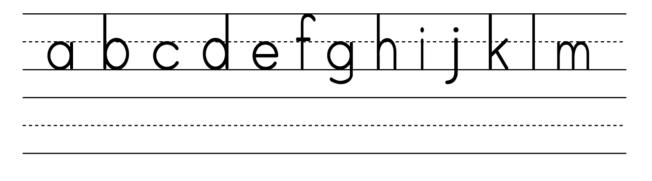
a	b	С	d	е	f	9	h	i	j	k		m
n	0	р	q	r	S	+	u	V	W	X	У	Z



6. Trace the letters.



7. Write the letters.





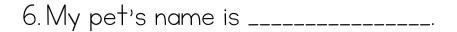
10. These sentences are all about you. Complete the sentences.





- 3. I would like to live in \_\_\_\_\_\_
- 4. My friend is called \_\_\_\_\_.











II. Write a sentence about yourself.

\_\_\_\_\_

I. Look, say cover, write and check these sight words.

	Write it.	Check it. ✓
а		
and		
away		
big		
blue		
can		
come		
down		
find		
for		

- 2. Unscramble the words.
- a) meoc \_\_\_\_\_
- b) nowd \_\_\_\_\_
- c) nifd \_\_\_\_\_



I. Read the notes.

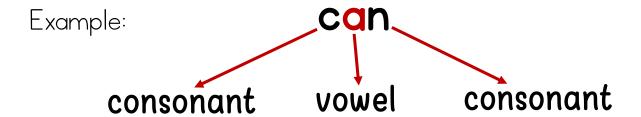


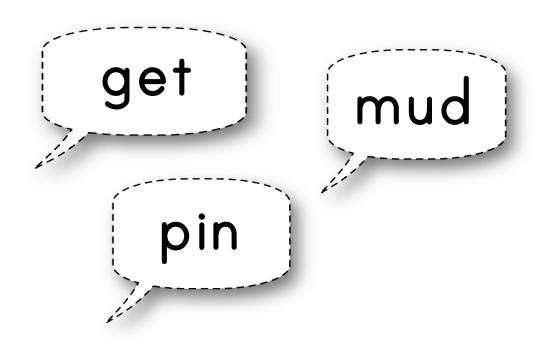
CVC words are words with 3 letters.

C = consonant

 $\lor$  = vowel

C = consonant



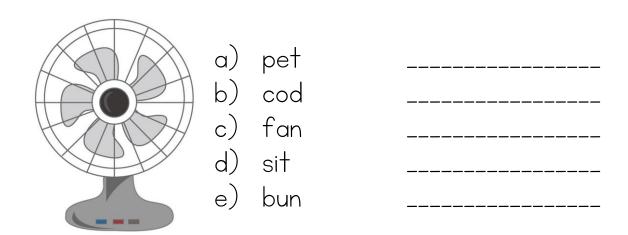




2. Read and write the words.

## pet, cod, fan, sit, bun

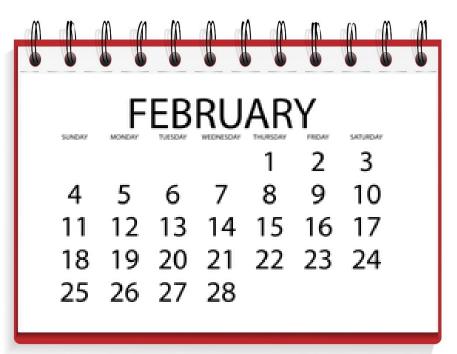
3. Change one letter in each word to make new words.



- 4. Underline the correct word in each sentence:
- a) You write with a blue pet / pen.
- b) The baby sleeps in a cod / cot.
- c) I fry eggs in the pan / fan.
- d) He sips / sits his tea slowly.
- e) We go to town by bun / bus.



6. Circle dates and write the events.





- 03/02/18 Pat's Wedding
- 14/02/8 Valentine's Day
- 22/02/18 London
- 8. Complete the sentences.





- b) My friend was born in the month of \_\_\_\_\_\_.
- c) Christmas takes place in
  - -----·
- d) Summer starts in the month of

\_\_\_\_\_

Write the note correctly.



18. Find the sentences.

Underline each sentence using a different colour.



Rob wakes up. He sits down to eat breakfast. He sits on the train to work. He sits at his work desk for 8 hours each day. He sits during his breaks and at lunch time. At home Rob sits on the sofa and watches TV. He sits in his chair to read a book. Rob sits almost all day!

Rob's back hurts. His friend says, "You sit all day. You need to walk or move. That will help your back."

19. Complete the sentences.

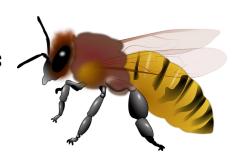
ı	Т	- 1		
l	- 1 - 4	ate	$\alpha$	
١.	т,	$\alpha$	J	

- 2. We are going to a \_\_\_\_\_.
- 3. I will \_\_\_\_\_ my food.
- 4. That is a \_\_\_\_\_ house.
- 5. The sky is \_\_\_\_\_.



Proofread and correct the text.

Honey beees are very important for nature. they pollinate flowers, fruits and vegtables. This means that they help other plants grow



Honey bes live in hives (or colonies). There are three types of members:

- The queen: One geen runs the whole hive. her job is to lay the eggs that will make the next generation of BEES.
- The workers: These are all femail and their roles are to get food (from flowers), biuld and protect the hive, clean and circulate air by beating there wings. Workers are the bees we sea most Flying around.
- The drones: These are the male bees. their purpose is to mate with the queen.



bees produce honey as food stores for the hive during winter. They produce 2-3 time more honey than they need Honey has many haelth benefits?

How many mistakes did you find?



Check with your partner if you found the same errors.

## 1. Email

Write an email about a meeting.





To: billoreilly@gmail.com Subject: Meeting Hi Bill,



The meeting will be on Friday 1 December.

Regards

Jane Cox

To:	
Subject:	
Hi ,	
Regards	

## 2. Planner

Choose one day of the week ahead. Fill in the planner, with a list of things you must do. Don't forget the date!

Weekly	Plan	ner			
O Mon O Tue  1 2 3 4 5 6 7 8	O Wed	O Thu	O Fri	O Sat	O Sun
Messages:					

# 3. Review

Write a movie review.

Example:		DIRECTOR			
Movie: Mrs	Brown's Boys				
I think this n	novie is very funny.				
Movie:					
What yo	u thought:				
Ctar rati	na:				
Star rati	<u>119.</u>				

#### 4. Instructions

Write instructions for making pasta by looking at the pictures.

## Example:

## Step 1:

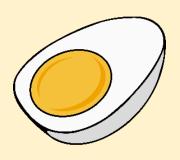
Boil water in a saucepan.

Step 2:

Put the egg/s into the boiling water.

Step 3:

Set a timer.



## Key words:

saucepan, water, boil, pasta, cook, drain, add, eat, enjoy



## 5. Adjectives

Write your own adjectives to describe these everyday

objects.

Example: soft, pink cushion



- b)\_\_\_\_\_roof
- c)\_\_\_\_\_plant
- d)\_\_\_\_\_ computer
- e)\_\_\_\_\_cup
- f)\_\_\_\_\_rug
- g)\_\_\_\_\_road
- h)\_\_\_\_\_letter
- i) \_\_\_\_\_ gate
- j) \_\_\_\_\_ pen
- k)\_\_\_\_\_ door
- l) \_\_\_\_\_box



hot kettle





#### MAPPING OF LEARNING OUTCOMES

- I. Write notes and messages needed for simple tasks, e.g. addressing an envelope, writing a cheque. Page 85 (list), Pages 86 and 87 (notes), Page 89 (notice), Page 94 (appointment), Page 95 (picnic list), Page 100 (captions), Page 107 (key words), Page 110 (safety sign), Page 111 (favourites), Page 112 (labels), Page 116 (adjectives), Page 118 (food tin label), Page 119 (bucket list), Page 120 (labels), Page 122 (park sign), Page 123 (to-do list), Page 124 (speech bubbles), Page 127 (telephone message), Page 129 (mind map)
- 2. Write, including drafting, at least five sentences so that they convey meaning or information, e.g. to a friend arranging a meeting or giving directions. Pages 62 to 76 (correcting and writing sentences), Page II3 (writing about self), Page I30 (weather), Page I31 (gratitude)
- 3. Use the rules of writing appropriately, e.g. spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops. Pages 6 to 15 (writing practice), Pages 17 to 27 (writing personal information, capital letters, full stops), Pages 28 and 29 (questions), Pages 31 to 41 (sight words), Pages 43 to 51 (writing CVC words), Pages 53 to 59 (writing dates), Pages 78 to 81 (proofreading), Page 90 (signature), Page 92 (questions), Page 133 (personal word list)
- 4. Use a range of different forms of writing to suit purpose and audience, e.g. instructions involving three steps, a short journal entry on an event or experience. Page 88 (invitation),

Page 91 (email), Page 93 (writing about a picture), Page 96 (using a dictionary), Page 97 (diary entry), Page 98 (planner), Page 99 (review), Page 101 (recipe), Page 102 (acrostic poem), Page 103 (directions), Page 104 (text message), Page 105 (instructions), Page 106 (article), Page 108 (advert), Page 109 (greetings card), Page 114 (fact file), Page 115 (postcard), Page 117 (menu), Page 121 (memory lane), Page 125 (t-shirt), Page 126 (tweet), Page 128 (colour poem), Page 132 (5W poem)