

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 4.0 – 5.9 Literacy Completion Point F

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 17 Apply the rules of capitalization	
Date: _____ Instructor: _____	
17.1	Capitalizes proper nouns including days of the week, months of the year, countries, states, rivers, and continents
17.2	Capitalizes titles of books, magazines, poems, songs, television shows and movies

Standard 18 Apply the rules of punctuation	
Date: _____ Instructor: _____	
18.1	Uses a comma before a conjunction in a compound sentence
18.2	Uses an apostrophe to show possession

Standard 19 Demonstrate competency in spelling	
Date: _____ Instructor: _____	
19.1	Spells months of the year, days of the week, and numbers (one to one hundred twenty-one)
19.2	Spells 98% of the words on the Dolch list (primer through 3rd grade)
19.3	Uses a dictionary to spell words having phonetically regular beginnings
19.4	Applies rules for adding prefixes and suffixes

Standard 20 Recognize language errors and makes corrections	
Date: _____ Instructor: _____	
20.1	Finds and corrects spelling errors, including homonyms
20.2	Finds and corrects punctuation and capitalization errors

Standard 21 Recognize and apply the rules of structural and grammatical writing	
Date: _____ Instructor: _____	
21.1	Identifies the complete subject and the complete predicate of a statement
21.2	Identifies the complete subject and the complete predicate of question
21.3	Identifies the simple subject of a statement and a question
21.4	Identifies compound subjects and predicates
21.5	Identifies commands with an understood subject
21.6	Identifies verbs in the context of simple and compound sentences
21.7	Identifies the passive voice (examples: passive=The man bitten by the dog active=The dog bit the man)
21.8	Identifies pronouns, adjectives, adverbs, conjunctions, prepositions and interjections
21.9	Writes the appropriate forms of common and irregular verbs
21.10	Distinguishes present tenses, past tenses, and future tenses of common verbs
21.11	Uses nominative and objective cases correctly
21.12	Identifies phrases, independent clauses, and dependent clauses
21.13	Writes complex sentences
21.14	Recognizes and creates effective paragraph breaks
21.15	Indents paragraphs

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Standard 22 Communicate ideas through the writing process	
Date: _____ Instructor: _____	
22.1	Prepares for writing by brainstorming verbally and in writing, focuses on a central idea, generates and organizes ideas, and identifies the specific purpose for the writing
22.2	Demonstrates an organizational pattern which includes a beginning, middle and an end
22.3	Uses familiar words, supporting details, and transitions
22.4	Drafts, revises, and edits writing

Standard 23 Demonstrate the ability to speak effectively	
Date: _____ Instructor: _____	
23.1	Speaks clearly at an understandable rate, uses appropriate volume
23.2	Participates as a contributor and occasionally acts as a leader in a group discussion
23.3	Organizes a speech using a beginning, middle, and an end

Standard 24 Perform different computer tasks	
Date: _____ Instructor: _____	
24.1	Demonstrates the steps necessary to boot up a computer system
24.2	Utilizes computer directories to locate files
24.3	Creates and saves documents using a word processing program
24.4	Types material from a handwritten copy
24.5	Demonstrates proper keyboarding skills while using an instructional program
24.6	Retrieves, interprets and records computerized information (for example: finds and prints information from a web site)
24.7	Demonstrates good housekeeping skills at a computer workstation