

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult Basic Skills - Language Arts – Level 0.0 – 1.9 Literacy Completion Point D

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

Standard 1 Produce legible cursive & manuscript handwriting	
Date: _____ Instructor: _____	
1.1	Writes legible capital & lower case letters
1.2	Groups letters to form words
1.3	Spaces words to form sentences
1.4	Signs name in legible cursive handwriting
1.5	Copies printed or written material of at least one paragraph

Standard 2 Apply the beginning rules of capitalization	
Date: _____ Instructor: _____	
2.1	Capitalizes the first letter of the first word of a sentence
2.2	Capitalizes the pronoun "I"
2.3	Capitalizes proper nouns, including names, titles, places and abbreviations

Standard 3 Apply the beginning rules of punctuation	
Date: _____ Instructor: _____	
3.1	Recognizes the difference between a statement, question, and exclamation when presented orally by the teacher
3.2	Uses correct punctuation to mark a telling, asking and exclaiming sentence
3.3	Uses a period to complete abbreviations (example: Mr. Mrs., Dr., etc....)

Standard 4 Apply the basic concepts and rules of grammar	
Date: _____ Instructor: _____	
4.1	Identifies nouns and verbs
4.2	Understands how a subject, verb, noun and pronoun work within a sentence
4.3	Makes subjects and verbs agree
4.4	Understands that statements can be changed into questions/answers questions by writing complete sentences

Standard 5 Demonstrate the ability to organize information	
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Date: _____ Instructor: _____	
5.1	Arranges pictures and shapes under proper headings
5.2	Arranges pictures in proper order
5.3	Arranges up to three events in proper order
5.4	Groups words by similarities in meaning

Standard 6 Understand that writing is a form of communication	
Date: _____ Instructor: _____	
6.1	Writes and revises short, simple sentences
6.2	Writes telephone numbers and simple words spoken by the teacher
6.3	Organizes and writes a list (examples: things to do, groceries to buy)
6.4	Identifies sentences and paragraphs

Standard 7 Demonstrate the ability to speak effectively	
Date: _____ Instructor: _____	
7.1	Speaks clearly in large or small group settings
7.2	Asks questions to better understand other people's ideas
7.3	Communicates
7.4	Identifies common business machines (fax, copier, computer)

Standard 8 Familiarize themselves with computers and computer terms	
Date: _____ Instructor: _____	
8.1	Recognizes basic terms associated with computers (for example: hardware, software, mouse, monitor, boot up, disk, cursor)
8.2	Identifies the basic parts of a computer (for example: mouse, keyboard, monitor, disk drive)
8.3	Demonstrates proper use and care of computer hardware and software (examples: inserting a disk properly, using mouse to move cursor, etc.)