Suggested Teaching Components

- Write personal information in appropriate place on a simple form

- Write numerical information in numbers or words correctly in appropriate place on form

- Spell familiar vocabulary correctly, e.g. name, suburb etc.

Suggested Themes, Topics and/or Experiences

Personal information in different contexts

Suggested Assessment Tasks

- Complete a formatted text following instructions, e.g. block letters, numerical answers etc.

Sample Strategies

Teacher directed
- Model language appropriate to forms, e.g. office use only, block letters, etc. using a variety of mediums

- Model placing information completely and correctly on a variety of authentic and/or simplified forms, e.g. permission notes, library cards etc.

- Model conventions, e.g. use block letters, ticks, circles etc.

Joint/guided construction
- Five word spelling test (daily) using vocabulary appropriate to personal information and simple curriculum topics

- Match and record personal information with appropriate prompt cards, e.g. Family Name: Lu, DOB: 5/5/82

- Listening to tape and writing names, addresses etc.

- Dictation or simple dictagloss based on personal information using forms

- Write down a short list of words from a curriculum topic read out by a partner (check for accuracy afterwards)

Independent construction
- Dictation or dictagloss based on personal information or simple curriculum topics

- Class survey (matrix) re personal information

- Rewrite from all lower case to include correct use of upper case

- Copy out lists of key words

- Complete a simple formatted text