

Suggested Teaching Components

- Use appropriate vocabulary
- Write personal information in appropriate place on authentic and/ or modified forms, e.g. library application, enrolment forms
- Write numerical information in numbers or words correctly in appropriate places
- Spell familiar vocabulary correctly
- Follow graphic conventions, e.g. ticks, crosses, block letters
- Use black or blue pen where required

Suggested Themes, Topics and/or Experiences

Library membership, permission notes, job application forms, medical information records, banking forms, transport forms

Suggested Assessment Tasks

- Complete a variety of forms.

Sample Strategies**Teacher directed**

- Model using appropriate upper/lower case, e.g. block letters, using a variety of mediums
- Introduce new words, abbreviations using a glossary
- Model placing information and conventions on a variety of authentic and/or simplified forms, e.g. permission notes, library cards, job application forms, medical information/records
- Match abbreviations to full forms

Joint/guided construction

- Pair/class activities/games on collecting personal information
- Spelling test/dictation using vocabulary appropriate to personal information
- Complete form as a class on OHT
- Listen to tape and complete information on form
- Simple dictagloss based on personal information using forms

Independent construction

- Match abbreviations to meanings, explanations
- Practise completing various information/application forms