Putting Pen to Paper

Writing Workbook

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Many thanks to Ronan Byrne, my family and friends. My work colleagues in DALC and Valerie Kerr for help with editing. Maureen Nevile and Jennifer Lynch for their expertise and guidance throughout.
Note for Tutors

This Writing Workbook was originally designed for the NALA Literacy Tools website. The worksheets were aimed at individual learners who can access the website and wish to improve their writing.

Our aim was to make this workbook clear, relevant and practical with tips and ideas for basic writing skills, providing plenty of opportunities for practice.

It is also compiled as a resource to be used by tutors with one to one or group learners. The worksheets become more difficult as you progress. Feel free to dip in and out in order to suit your learners’ needs and develop their writing skills.

Each learner should have their own workbook but please photocopy the worksheets as needed to provide extra practice.

We also hope that tutors will be able to supplement this workbook with other resources.

Enjoy using the Writing Workbook!
Introduction

Writing is about putting information and thoughts into words on paper.

There are many reasons why you might need to write something down.

✓ To give information
✓ To get information
✓ To keep in touch
✓ To keep a record of something important
✓ To help you remember

There are many times when you might want or need to write.

Here are some examples:

● Taking phone messages
● Writing cards to family and friends
● Sending a postcard
● Writing a letter to a friend
● Writing a note to school
● Lists – shopping, things to do
● Applying for a job
● Filling in a form

If you are writing for yourself – like a shopping list – you do not need to worry about spellings. As long as you can read it, that is what matters most.

When you are writing for others it is important to check your spellings and know that you have included all the right information.

Remember that practice is the best way to improve!
Can you answer yes to one or more of the following questions?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you try to avoid writing at certain times?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you find filling in a form hard?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have your writing skills stopped you from doing something you would enjoy?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you want to brush up on your writing skills?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Then read on as this workbook will help you to improve your practical writing skills.
Tips for getting started

- Make sure you are sitting comfortably.
- Warm up your hands by rubbing them together.
- Stretch and wiggle your fingers.
- Touch each finger to your thumb.
- Move your wrists in a circle to get your hand ready.
- Use a nice pen. Try out different sized pens and nibs to find one that you like to write with.
- You can buy a soft grip to make holding the pen easier.
- Try to keep your hand relaxed when you write and don’t hold the pen too hard or too tight.
- Have something to lean on or use a thick pad of paper.
- If you are filling in an important form, make a copy so you can practise first or ask for extra forms.
- Take your time.
- Think about what you want to say.
- Get your ideas down first then write it out again.
- You can look up any spellings you are unsure of in the dictionary.

What helps you write better?

__________________________________________________________

__________________________________________________________

__________________________________________________________
Good writing uses both capital and lower case letters

Fill in the gaps with the missing letters of the alphabet

- Big letters are also called upper case or block capitals.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1. A _ C _ E _ G _ I _ K _ M _ O _ Q _ S _ U _ W _ Y _
2. _ B _ D _ F _ H _ J _ L _ N _ P _ R _ T _ V _ X _ Z
3. ___ D ___ H ___ L ___ P Q ___ U ___ X ___
4. A ____________ M ____________ Z
5. ___ E ___ J ___ N ___ T ___ Y ___

- Small letters are also called lower case letters.

a b c d e f g h i j k l m n o p q r s t u v w x y z
1. a _ c _ e _ g _ i _ k _ m _ o _ q _ s _ u _ w _ y _
2. _ b _ d _ f _ h _ j _ l _ n _ p _ r _ t _ v _ x _ z
3. ___ d ___ h ___ l ___ p q ___ u ___ x ___
4. a ____________ m ____________ z
5. ___ e ___ j ___ n ___ t ___ y ___
Capital Letters

Names

Capital letters are always used:

✓ For the first and last name of a person

Nora Kelly
Patrick Murphy

Write this list of names using capital letters in the right place. The first one is done for you.

Example

rita molloy
Rita Molloy

pat byrne

mary kelly

jim farrell

mick fitzpatrick

angela mcdonagh

sara dunne

Answers on page 99

Write your family and friends’ names.

_______________________________________________________

_______________________________________________________

_______________________________________________________
Name and address

Capital letters are always used:

✔ For the name of a place such as Fota or Liffey Valley
✔ Writing your address such as Dublin, Cork.

Write out the following names and addresses using capital letters in the right places. Make sure each part of the address is written on a different line.

valentine kelly, clover lane, sallins, co kildare

____________________________________
____________________________________
____________________________________
____________________________________

vera doyle, parkgate, mount sion, co waterford

____________________________________
____________________________________
____________________________________
____________________________________

Where do you live? Write your address.

____________________________________
____________________________________
____________________________________
____________________________________

Answers on page 99
Using ‘I’

Capital letters are **always** used:

- When writing *I* in a sentence.
  - If I try my best I know I will succeed.
  - I wish I was in Carrickfergus.

Write down what you did this morning after you got up.

You could start off with:

*I got up at seven o’clock.*

*I had a shower.*
Start of a Sentence

Capital letters are **always** used:

- ✔ At the beginning of every sentence
  - *We* learn something new every day.

**Examples**

- I enjoy reading.
- In the summer I also do a bit of gardening.
- Golf is a good pastime.
- You don’t have to be very good to enjoy it.

Write some sentences about what you did yesterday.
Try and write two sentences at a time.

Make sure you start with a capital letter and finish with a full stop.

1. _____________________________________________________
   _____________________________________________________

2. _____________________________________________________
   _____________________________________________________

3. _____________________________________________________
   _____________________________________________________
Titles

Capital letters are always used:

✓ For titles - formal way to refer to someone

- Mr – man
- Mrs – married woman
- Ms – single or married woman
- Dr – doctor
- Fr – priest, short for Father
- Sr – nun, short for Sister

Write your name with your title.

**Example**

Mr Pat Kenny       Dr Marie Casey

You are organising a Murder Mystery Party. You are writing out invitations with the names of the characters and you want to give them their proper titles. Use capitals for the names as well.

**Example**

Dr Jekyll

1. Mr Hyde
2. Mr Magoo
3. Dr Watson
4. Miss Jane Eyre
5. Fr Ted Crilly
6. Mrs Hyacinth Bucket

**Answers on page 99**
Names

Capital letters are always used:

✓ For the names of films, books, songs, television shows, shops, products

Spiderman, The Snapper, Irish Independent, White Christmas, Eastenders, Dunnes, Cadbury

What are your favourites?

Favourite film

Favourite book

Favourite newspaper

Favourite song

Favourite television show

Favourite shop

Favourite snack

Some names have words like and, the or of in the title and these have small letters.

Examples

The Playboy of the Western World

Lord of the Rings

Beauty and the Beast

Can you think of another film or book that uses and, the or of in the title?
Days of the Week

There are seven days in a week. Each one starts with a capital letter.

Look at the way each word is spelled. Each word ends in day.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri day</td>
<td>Sat u r day</td>
<td>Sun day</td>
<td></td>
</tr>
</tbody>
</table>

Look at the way the word is broken down.

<table>
<thead>
<tr>
<th>Mon day</th>
<th>Tues day</th>
<th>Wed nes day</th>
<th>Thurs day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill in the gaps with the missing letters

<table>
<thead>
<tr>
<th>M _ _ day</th>
<th>M _ _ d _ _</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tu _ _ d _ _</td>
<td>T _ _ s _ _</td>
</tr>
<tr>
<td>Wed _ _ d _ _</td>
<td>W _ _ n _ _d _ _</td>
</tr>
<tr>
<td>Th _ _ _ _ day</td>
<td>T _ u _ d _ _</td>
</tr>
<tr>
<td>F _ _ da _</td>
<td>_ i _ _</td>
</tr>
<tr>
<td>_ _ urda _</td>
<td>Sat _ _ day</td>
</tr>
<tr>
<td>_ _ _ _ ay</td>
<td>S _ _ d _ _</td>
</tr>
</tbody>
</table>
Days of the Week – Fill in the gaps

1. Most people go to work on a M _ _ d _ _.  
2. The day after Monday is T_ e _ d _ y.  
3. Late night shopping is on a Th _ _ s _ _ _.  
4. Most people work from M _ _ _ _ y to F_ _ _ a _.  
5. The middle day of the week is Wed _ _ _ day.  
6. The weekend is S_ _ ur _ _ _ and S _ _ d _ _.  

My favourite day of the week is ________________________________.
I usually buy a newspaper on a ________________________________.
Sometimes I go for a walk on a ________________________________.
I meet my friends on a _________________________________.
My bin is collected each _________________________________.

Wordsearch

The days of the week are hidden in the puzzle below. Can you find them?

A X Z U B S C D I J G P
W R T U E A X M O N D A
A R S U N T H O M A D E
K S U V X U B N J K L T
S I T H U R S D A Y T Y
V U R T J D A A X M U G
S U N D A A Y Y U E E S
F R I D A Y S A T E S S
W S V D A A X R I K D A
F R I M A Y S A T E A S
J R W E D N E S D A Y T
R W E D N E R T G D A Y

Answers on page 99
## Short form of Days of the Week

You can write the days of the week in a short way if you are writing a note.

**Mon 9\textsuperscript{th} January**

Look at the way the first three letters of the word are used to write the day in a shorter way.

Then fill in the gaps with the short form of the day.

<table>
<thead>
<tr>
<th>Day</th>
<th>Short Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Mon</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Tue</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Wed</td>
</tr>
<tr>
<td>Thursday</td>
<td>Thu</td>
</tr>
<tr>
<td>Friday</td>
<td>Fri</td>
</tr>
<tr>
<td>Saturday</td>
<td>Sat</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sun</td>
</tr>
</tbody>
</table>

Make a note of what you need to do this week.

**Example**

Mon  Go to the Post Office

| M_ _ | __________________________________________________|
| T_ _ | __________________________________________________|
| W_ _ | __________________________________________________|
| T_ _ | __________________________________________________|
| F_ _ | __________________________________________________|
| S_ _ | __________________________________________________|
| S_ _ | __________________________________________________|
Months

There are 12 months in the year.
It is really useful to be able to spell them all.
Each month starts with a capital letter
Look at the way the word is spelled and the way it is broken down.
Fill in the gaps.

1. January          Jan u ary          J _ _ u _ _ _
2. February         Feb ru ary         F ____ r ____ y
3. March            Mar ch            M _ _ c _
4. April            A pr il            A _ _ i _
5. May              M ay              M __
6. June             J une             _ u ____
7. July             Ju ly             Ju __
8. August           Aug ust           Aug _ _ _
9. September        Sep tem ber        S ____ t ____ b ___
10. October          Oct o ber         O ____ o ____
11. November         No vem ber        No ____ b ___
12. December         De cem ber        D __ c _ _ _ e r

Answers on page 100
Writing the months

1. The first month of the year is J__ __ __ y.
2. Valentine’s Day is on 14th F__ _ r__ a__ __.
3. M__ __ ch 17th is St. Patrick’s Day.
4. Easter sometimes occurs in A__ __ __ l.
5. The month after April is __ __.
6. Lots of people have exams in J__ __ e.
7. Children are on holidays in J__ l__ and A__ __ __ t.
8. S__ __ __ em__ __ is when children start school.
9. Halloween is in O__ o__ __.
10. The month before Christmas is __ __ ember.
11. Christmas is in __ __ __ em__ __ __.

Finish off the sentences by writing in a month

This month is ________________________________________.

Last month was ________________________________________.

Next month is ________________________________________.

My birthday is in ________________________________________.

My favourite month is ________________________________________.

I like to take my holidays in ________________________________________.

I know someone with a birthday in ________________________________________.

The month after my birthday is ________________________________________.
Short way of writing the months and years

When you are writing down the date in a personal letter or on a note you might like to write the month in a shorter way.

22\textsuperscript{nd} January 2005  or  22\textsuperscript{nd} Jan 2005

You write the first 3 letters of the month to show the whole month.

\begin{center}
\textbf{Examples}
\begin{tabular}{ll}
1. February & Feb \\
2. September & Sept \hspace{1cm} \text{The only month with 4 letters} \\
\end{tabular}
\end{center}

Now you try

\begin{center}
\begin{tabular}{llll}
January & ______ & May & ______ & September & ______ \\
February & ______ & June & ______ & October & ______ \\
March & ______ & July & ______ & November & ______ \\
April & ______ & August & ______ & December & ______ \\
\end{tabular}
\end{center}

You can write the year in a short form as well. You use the last two numbers of the year like the number plate on a car.

\begin{center}
\textbf{Examples}
\begin{tabular}{lll}
2005 is 05 & 2000 is 00 & 1999 is 99 \\
\end{tabular}
\end{center}

Write the following dates using the short form of the month and the short form of the year.

\begin{center}
\textbf{Example}
\begin{tabular}{ll}
October 1968 & Oct 68 \\
\end{tabular}
\end{center}

\begin{center}
\begin{tabular}{llll}
\end{tabular}
\end{center}

\textcolor[HTML]{ff0000}{\textbf{Answers on page 100}}
Writing Sentences

What is a sentence?

1. A sentence is a group of words that make sense when put together. It means something.
2. A sentence begins with a capital letter.
3. A sentence ends with a full stop.

These are two short sentences.

My name is Mary.
I live in Galway.

You can use the word and to put more information into your sentence.

Be careful not to make your sentences too long!
A good tip is to use and only once in each sentence.

Example
My name is Michael and I live in Mayo.

This is a sentence because:

- It makes sense and we can understand it. ✓
- It begins with a capital letter. ✓
- It ends with a full stop. ✓
What is a Sentence

*Question* – Is this a sentence?

it was a

*Answer* – This is not a sentence because:

- It does not make sense and we can’t understand it. ✗
- It does not start with a capital letter. ✗
- It does not end with a full stop. ✗

Now you check.

✓ the yes box if you see a sentence here.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. the cat went to the.</td>
<td></td>
</tr>
<tr>
<td>2. I can hear the dog barking.</td>
<td></td>
</tr>
<tr>
<td>3. It is a lovely day.</td>
<td></td>
</tr>
<tr>
<td>4. we went to the beach and then</td>
<td></td>
</tr>
</tbody>
</table>

Answers on page 100

Match the beginning to the ending

Match the beginnings and endings to make a sentence. Then write out the new sentence. The first one is done for you

1. The weather is the show will start.  
2. In the city the very nice today.  
3. At eight o’clock and our team won.  
4. Our cat is traffic is very heavy.  
5. We went to the match black and white.

1. The weather is very nice today.
Put words into sentences

Now write some more sentences of your own.
Write a sentence about something these words remind you of.
Put each word in a sentence.

Example
Christmas  We always put up a Christmas tree.

Holiday

_______________________________________________________

Shopping

_______________________________________________________

Birthday

_______________________________________________________

Book

_______________________________________________________

Read

_______________________________________________________

Write

_______________________________________________________
Writing Sentences

Answer the following questions.

Try to use as many words as you can in your sentence.

*Example*
What is your name? My name is Mary.

What is your name?

_______________________________________________________

Where are you from?

_______________________________________________________

How many are in your family?

_______________________________________________________

What is your favourite food?

_______________________________________________________

What do you like to do in your spare time?

_______________________________________________________

What do you like to do on a Saturday?

_______________________________________________________
Finish off these sentences

Make up a sentence using these beginnings.
Don’t forget to end with a full stop.

Last year

On holidays I

Yesterday

Tomorrow

Next week

My favourite
Putting in the full stop

Put the full stops in the right places to make two sentences. Write out the sentences. Make sure your capital letters and full stops are in the right place.

Example

it is a very wet day we will need to bring an umbrella

It is a very wet day. We will need to bring an umbrella.

1. the dog had a lovely white bone another dog tried to take it from him

_____________________________________________________

_____________________________________________________

2. we went to the pictures last night it was a very good film

_____________________________________________________

_____________________________________________________

3. at the wedding on saturday we had our photos taken they came out lovely

_____________________________________________________

_____________________________________________________

4. the football team that won the league came to our town the crowd was shouting and cheering

_____________________________________________________

_____________________________________________________

Answers on page 100
More Capital Letters

Days of the Week

Capital letters are always used:

✓ For the days of the week
  
  Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

Fill in the gaps. Don’t forget your capital letters.

1. Most people work from _ _ _ day to _ _ _ day.

2. The second day of the week is _ _ _ _ day.

3. On _ _ _ n _ _ day you are halfway through the working week.

4. Shops are open late on a _ _ _ _ day.

5. The weekend is _ _ _ _ day and _ _ _ day.

Answers on page 100

What is your favourite day of the week? ________________________

What day do you do your shopping? ________________________

What day do you have some free time? ________________________
Months of the Year

Capital letters are always used:

✓ For the months of the year

January ☑ February ☑ March
April ☑ May ☑ June
July ☑ August ☑ September
October ☑ November ☑ December

What month is this?

What month is your birthday in?

What month is Christmas in?

What do you think the coldest month of the year is?

What month do you like to take your holidays?
Putting it all together

All these sentences have had the capital letters left out.

Write the sentences putting the capital letters in the right place.

Example

i love to listen to music while i am cooking.
I love to listen to music while I am cooking.

1. i went to the shops on thursday.

2. it rained all day when we were out walking.

3. the postman has extra work at christmas.

4. we had a great time at the galway races.

5. there is a lot of work needed to fix up an old house.

6. she has to buy a lot of new furniture.

7. he took his dog spot for a walk by the river.

8. they had a public meeting in the town hall and i could not attend.

Answers on page 100
Putting it all together 2

**Example**

i will call you when i am ready on friday night. (3)

This number shows there are 3 capital letters missing.

I will call you when I am ready on Friday night.

**Example**

mrs byrne does her shopping in superquinn. (3)

Mrs Byrne does her shopping in Superquinn. (3)

Write out the sentences using capital letters in the right place.

1. today is sunday 5\textsuperscript{th} december. (3)

   _______________________________________________________

   _______________________________________________________

2. coronation street is on a sunday, monday, wednesday and friday. (6)

   _______________________________________________________

   _______________________________________________________

3. my friend tom works for the evening herald. (4)

   _______________________________________________________

   _______________________________________________________

4. mary and michael are related to dr. brown. (4)

   _______________________________________________________

   _______________________________________________________
5. in june we are going to crosshaven in co. cork. (5)

6. paris is the capital city of france. (2)

7. i think i left my bag in the cinema when we went to see toy story. (4)

8. dj carey plays hurling for kilkenny. (4)

9. ann and sarah work in dunnes stores. (4)

10. angela’s ashes by frank mccourt is set in limerick. (6)

Answers on page 101
Writing Lists

A list can help you remember things.

● It helps you to focus when you are busy.
● It may save you time.
● You can ✓ things off as you do them.

Examples

<table>
<thead>
<tr>
<th>Shopping List</th>
<th>Things to Do List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread</td>
<td>Pay gas bill</td>
</tr>
<tr>
<td>Milk</td>
<td>Post letter</td>
</tr>
<tr>
<td>Cheese</td>
<td>Go to bank</td>
</tr>
<tr>
<td>Do Lotto</td>
<td></td>
</tr>
</tbody>
</table>

Making lists

You have friends coming over at the weekend. Think about what you will give them to eat and drink. Write out your shopping list and also what you need to do before they get there.
Putting your list in order

Sometimes you might want to write your list in the order you want to do things.

This might be because some places you have to go are beside each other like the supermarket and Credit Union. Some things might be very important and need to be done first.

For example if the Post Office shuts at 1:00 pm you might need to go there first.

Example

1. Post Office
2. Phone Vet
3. Credit Union
4. Bank

Make out a Things to Do List for tomorrow. Quickly write out what you want to do. Then write numbers beside it in the order you want to do them.
Wish list

Sometimes people plan things they would like to do before their next birthday or for the New Year.

They might want to:

- join the gym
- do an art class
- do a parachute jump
- do more exercise

Think of some things that you would like to do in the next year.
What would you do if you won the Lotto?

You have won the Lotto!

Write a list of the things you would do with the money.

I would buy….  
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I would travel to….  
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I would give money to….  
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

I have always wanted to….  
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Lists can help you to remember

Imagine it is Christmas.

Write a list of people you want to send Christmas cards to.

Christmas Card list

- Auntie Sheila
- The Byrne family
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
- ____________________________
Lists can help you to plan ahead

Make a list of people you could get a Christmas present for. Then think of a present you could get for them.

I want to get a present for

- The Byrne family: biscuits
- Pat: book on football

- ___________________________  ___________________________
- ___________________________  ___________________________
- ___________________________  ___________________________
- ___________________________  ___________________________
- ___________________________  ___________________________
Lists can help you be more organised

Imagine you are going on holidays.

1. Write a list of things you need to do before you go.
2. Write a list of what you need to bring with you.

Here are some things to get you started.

To do

- Find passports
- Buy sun cream

To bring

- Swimsuits
- Plasters
Writing Notes

Notes are a very useful way to leave a short message.

You might write a note when you are:

✓ Taking a phone message
✓ Letting someone know where you are
✓ Asking someone to do something
✓ Giving information – for example giving directions

Can you think of times in your life when writing a note might be useful?

Tips for writing notes

● Keep it short and to the point.
● Sign your name.
● Write the time and day.
● You can write short sentences.
● For phone messages keep a pen and paper beside the phone.

Example

You want your daughter to feed the dog, you could leave a note to ask her to do it.

Tues 10am
Kate
I have to go to work.
Don’t forget to feed the dog.
Dad
Writing notes

Example

Leave a note for Mary to say that you have gone to collect Paul. You want her to turn on the cooker and put the chicken in when it heats.

Thurs 7pm
Mary
Gone to collect Paul.
Turn on cooker to 180° and put in chicken when it heats.
Won't be too long.
Ann

Now you can practise writing some notes of your own.

Write a note to a friend saying that you will be home late. Tell him why you will be late and when you hope to be back.
Writing notes

Write a note for the milkman telling him you want two cartons of milk and some cream.

Write a note to your son telling him to collect the birthday cake from O’Brien’s Bakery at 3pm.
Writing notes

Give directions to your friend to get to your local shop.

Let your family know that you are at the hospital with your friend.
Writing a note to the school

Examples

Mon 22\textsuperscript{nd} Jan
Dear Teacher
Please excuse Sarah for being absent last week as she was sick with the flu.
Thank you.
Mary Byrne

Mon 22\textsuperscript{nd} Jan
Dear Sir
Could you please let Jason leave at 12:30pm today? He has an appointment with the dentist.
Thank you.
Mary Byrne
Writing a note to the school

1. Write a note explaining why your son or daughter needed to be excused from school for the last week.

2. Write a note explaining why your son or daughter needs to be let home from school for an appointment tomorrow.

You might find some of the following words useful.

Miss  Sir  school  absent
 today  tomorrow  yesterday  flu
 late  early  dentist  doctor
 hospital  appointment  headache  stomach
 excuse  leave  release
Writing a phone message

Tips for writing a phone message

- Have a pen and paper by the phone.
- Write down all the important details.
- Make sure to put down the date and time.

Example

You took a phone message for your boss to say the 4 o’clock meeting with the builders was cancelled. They will ring again to make a new appointment.

Telephone Message

For: Jim
From: O’Casey Builders
Message: 4pm meeting cancelled. They will ring you again to make new appointment.
Taken by: Mary
Time: 1pm
Date: 10th Jan 05
Writing a phone message
Leave a message for your daughter telling her that her boyfriend will collect her at 7pm.
Writing a phone message

Leave a message for your partner saying that the meeting for 2pm tomorrow is cancelled.
Writing a card

There are many different times when we might like to send someone we know a card.

While there are many different cards they usually follow the same layout. Once you have written one or two cards it will be easy to write others!

Match the greeting to the card

Here are examples of cards you could send.

Each card has a different message or greeting.

Draw an arrow from the card to the right greeting.

<table>
<thead>
<tr>
<th>Birthday card</th>
<th>Congratulations!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas card</td>
<td>A baby girl!</td>
</tr>
<tr>
<td>Get Well card</td>
<td>Happy Birthday</td>
</tr>
<tr>
<td>Wedding card</td>
<td>Happy Christmas</td>
</tr>
<tr>
<td>Congratulations card</td>
<td>Good Luck in your exams</td>
</tr>
<tr>
<td>New baby card</td>
<td>Get Well Soon</td>
</tr>
<tr>
<td>Good Luck card</td>
<td>Wishing you both every happiness</td>
</tr>
</tbody>
</table>

Tips for writing a card

- Take your time.
- Think about what you want to say.
- You can write it out roughly first if you wish.
- Check your spelling.
Layout of a card

This is the inside of the card.

Writing your own message

**Examples**
- Wishing you all the best.
- Good luck in your new home.
- Thank you for your lovely present.
- Our thoughts are with you at this time.
- Hope you will be feeling better soon.

Signing off

**Examples**
- Love
- All my love
- See you soon
- Best Wishes
Examples
Here are the right inside pages of some cards.

To Mary

Happy Christmas and a Happy New Year
Hope to see you soon
Love from Kathleen

To Kate, Joe and family

Good Luck in your New Home
Love from The Byrne Family

Now write some cards of your own.

Happy Christmas

Happy Valentines Day
Congratulations

Happy Birthday

Thank You

Get Well Soon
Wishing you well in your New Home

Good Luck

Some cards are blank for your own message. They can be very useful when you just want to send someone a quick hello.
Postcards

When you are away on holiday it can be nice to write some postcards:

- To let people see what the place you are in is like
- To let them know that you are thinking of them

**Tips for writing a postcard**

Writing a postcard is like writing a short note.
You don’t have a lot of room so just write a few lines.
You don’t need to write long sentences.

**Example**

Instead of writing ‘I am having a lovely time’.
You could write: ‘Having lovely time’.

Write your message on the **left** side of the card.
Write the address on the **right** side of the card.
Don’t forget to write down the country if you are sending it back to Ireland.
Don’t forget to leave room for the stamp!

<table>
<thead>
<tr>
<th>Space for your Message</th>
<th>Address of person you are sending card to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Postcard

The Greeting could be:

Hi Everyone
Greetings from sunny Spain
Weather lovely
Wish you were here
Having the best time

The Sign off could be:

Love
See you soon
That's all the news for now
Best wishes
Lots of love

The Kelly Family
22 The Green
Naas
Co. Kildare
Ireland
Writing Postcards

Imagine you are on holiday in France with some friends. Ask yourself some questions to get your ideas going.

- How did you get there?
- What is the place you are staying in like?
- What is the weather like?
- What kind of things have you done or would like to do?
- Where did you visit?

Here are some words you might use in your message.

<table>
<thead>
<tr>
<th>apartment</th>
<th>hotel</th>
<th>airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>beach</td>
<td>pool</td>
<td>weather</td>
</tr>
<tr>
<td>tours</td>
<td>pub</td>
<td>shopping</td>
</tr>
<tr>
<td>duty free</td>
<td>sight-seeing</td>
<td>souvenirs</td>
</tr>
<tr>
<td>views</td>
<td>trips</td>
<td>swimming</td>
</tr>
</tbody>
</table>
Writing Postcards

Imagine you are in Spain on a cooking holiday.

- Where is the place? Look at an atlas if you want.
- How many people are on the course?
- What have you learned?
- Do you like the cooking or find it very hard?
- What are you doing in the evenings?
- Why did you go there?

Remember these questions are just to get you started.
Your own ideas are the most important.
Writing Postcards

Look at the picture on the front of the postcard.

Imagine that you are there.

Write about what you were doing, what it is like and if you are enjoying that kind of holiday.
Wish you were here?

Look at the picture on the front of the postcard.

This shows a holiday that might not have gone so well. Write about what went wrong on the holiday.
Trip of a lifetime

You have won the Lotto and you have just gone on the trip of a lifetime. Think about where in the world you might be.

What experience would you really enjoy?

- Climbing a mountain in Nepal
- Skiing in Austria
- Shopping in New York
- Riding an elephant in India
- Walking along the Great Wall of China

Take time to think of your own ideas.

Write a postcard to a friend describing this experience of a lifetime.
Writing Dates

Order of the Months

January is the first month of the year.  
December is the 12th month. It is the last month.  
Christmas is in December

<table>
<thead>
<tr>
<th>Month</th>
<th>Ordinal</th>
<th>Superscript</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>First</td>
<td>1st</td>
</tr>
<tr>
<td>February</td>
<td>Second</td>
<td>2nd</td>
</tr>
<tr>
<td>March</td>
<td>Third</td>
<td>3rd</td>
</tr>
<tr>
<td>April</td>
<td>Fourth</td>
<td>4th</td>
</tr>
<tr>
<td>May</td>
<td>Fifth</td>
<td>5th</td>
</tr>
<tr>
<td>June</td>
<td>Sixth</td>
<td>6th</td>
</tr>
<tr>
<td>July</td>
<td>Seventh</td>
<td>7th</td>
</tr>
<tr>
<td>August</td>
<td>Eighth</td>
<td>8th</td>
</tr>
<tr>
<td>September</td>
<td>Ninth</td>
<td>9th</td>
</tr>
<tr>
<td>October</td>
<td>Tenth</td>
<td>10th</td>
</tr>
<tr>
<td>November</td>
<td>Eleventh</td>
<td>11th</td>
</tr>
<tr>
<td>December</td>
<td>Twelfth</td>
<td>12th</td>
</tr>
</tbody>
</table>

1. What is the 4th month? _________________
2. What is the 10th month? _________________
3. What is the 12th month? _________________
4. What is the 6th month? _________________
5. Which month is November? _________________
6. Which month is September? _________________

Answers on page 101
Writing the number in a date

How to write first, second, third .... as a number

Example

To write First
Write the number – 1
Then the word first is shortened to the last two letters. It is written small and beside the number. – 1st

Examples

First 1st
Second 2nd
Third 3rd
Twenty-first 21st

Many words end in th

Fourth 4th
Fifth 5th

Now have a go writing the dates. Don’t forget to look at the last two letters in the word if you are not sure.

a) First 1st  
            f) Twentieth
b) Second 2nd  
            g) Twenty-first
  
c) Third     
            h) Twenty-second
d) Fourth     
            i) Twenty-third
e) Twelfth     
            j) Thirty-first

Answers on page 101
Writing dates using words and numbers

When you write the date this shows the day, the month and the year. You can write it using numbers and words.

6\textsuperscript{th} December 2004

Christmas is on 25\textsuperscript{th} December 2004.

I am on holidays on 10\textsuperscript{th} June 2005.

Write the following dates using numbers and words.

Today’s date ___________________________________

Your birthday ___________________________________

A friend’s birthday _______________________________

St Patrick’s Day __________________________________

St Valentine’s Day ________________________________

Halloween _______________________________________

Write the short form of the month and year.

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>January</td>
<td>2006</td>
<td>23</td>
<td>Jan</td>
<td>06</td>
</tr>
</tbody>
</table>

a) 1\textsuperscript{st} March 2008 _______________________________

b) 15\textsuperscript{th} February 1963 ____________________________

c) 26\textsuperscript{th} April 1950 ________________________________

d) 18\textsuperscript{th} June 2011 _________________________________

e) 30\textsuperscript{th} October 1975 ______________________________

f) 3\textsuperscript{rd} August 1979 _________________________________

Answers on page 101
Days in the month

Do you know how many days are in this month?

This rhyme may help you remember.

30 days has September,
April, June and November
All the rest have 31
Save for February alone
That has 28 days clear
And 29 in each Leap Year

Now use the rhyme to help you find the answers.

1. How many days in August? __________
2. How many days in March? __________
3. How many days in September? __________
4. How many days in January? __________
5. How many days in April? __________

A Leap Year is every 4 years.

Traditionally a single woman can ask a man to marry her on this date!

How many days are in February this year?

Check the calendar to find out.
Using the Calendar

Which day of the week do the following dates fall on?

1. 10\textsuperscript{th} December

2. 2\textsuperscript{nd} December

3. 7\textsuperscript{th} December

4. 1\textsuperscript{st} December

5. 5\textsuperscript{th} December

6. 9\textsuperscript{th} December

Answers on page 101
Writing the date using numbers only

Example

Day  Month  Year
6\textsuperscript{th}  December  2005

This is the same as

6  12  2005

Remember – December is the twelfth month

To write this down using numbers you can separate each one by a line.

6 / 12 / 2005

Now write the date using numbers.

12th August 1942  12/8/1942
29th November 1969  29/11/1969

a. 15th May 2001  __________________________
b. 4th April 1998  __________________________
c. 26th June 2000  __________________________
d. 7th July 2005  __________________________
e. 18th August 1951  __________________________
f. 1st November 1982  __________________________

Answers on page 101

You can also separate the date by a dot or by a dash

6.12.2005  6-12-2005
### Writing Dates - Putting it all together

<table>
<thead>
<tr>
<th>Numbers and words</th>
<th>Numbers</th>
<th>Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th February 2004</td>
<td>25/2/2004</td>
<td>[2 5 0 2 0 4]</td>
</tr>
</tbody>
</table>

Write out the following dates

Your date of birth

________________________ / / [ ] [ ] [ ] [ ]

Mother’s date of birth

________________________ / / [ ] [ ] [ ] [ ]

Father’s date of birth

________________________ / / [ ] [ ] [ ] [ ]

Children’s dates of birth

________________________ / / [ ] [ ] [ ] [ ]

________________________ / / [ ] [ ] [ ] [ ]

________________________ / / [ ] [ ] [ ] [ ]
Addresses

Writing the address in a letter

Your address goes on the top right hand side of the page.

Each part of the address goes on a different line.
Put some space between the address and the date.

Example
Michael Jones, 55 The Square, Coolock, Dublin 5  January 10th 2005

Dear Sir or Madam
I am writing to inquire about classes in my area. Could you please send me a brochure with all the details?

Thank you.
Yours sincerely
Michael Jones
Write out the address and date for these letters.

- Put the date on the last line.

20 St John’s Terrace, Fairview, Dublin 3  22\textsuperscript{nd} Jan 05

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Jacobs Biscuits, PO Box 170, Dublin 2  19\textsuperscript{th} June 05

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

June Grogan, 8 Collins Road, Ballymore Eustace, Co. Kildare  4\textsuperscript{th} May 2005

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Addressing an envelope

An address is made up of

1. Name
2. Street name
3. Area
4. City or County

Sometimes you might also need to write down the:

5. Country

Each part of the address is written on a separate line.

Example

Michael Jones, 55 The Square, Coolock, Dublin 5

Michael Jones
55 The Square
Coolock
Dublin 5

Start writing near the middle of the envelope.
Leave room for the stamp.
Put each part of the address on a new line.
Now have a go at addressing some envelopes.

Henry Fagan, 20 St John’s Terrace, Fairview, Dublin 3
Carla Garcia, Woodgrove, Holly Lane, London 6214H, UK

Jacobs Biscuits, PO Box 170, Dublin 2

PO Box means that instead of going to a house or business the letter is sent to a Post Office box where it will be collected.
NALA, 76 Lower Gardiner Street, Dublin 1.

Sometimes you are asked to send a SAE – a stamped addressed envelope. Write your own address on this envelope.

You can put your own address on the back of an envelope, a registered letter or a parcel. If the letter or parcel is not delivered it will be returned to you.
Tips for writing a Personal Letter – writing to someone you know well

Your address is always on the top right of the page.

Skip a line and write the date below this.

You are writing to someone you know well so your greeting could be:

Dear Mary
Hi Mary
Hello Mary
Greetings Mary

Your message can be long or short. Write what you would say to the person if you were talking to them.

Your sign off could be:

Love, Best wishes, All the best,
See you soon, Take care

Signature: Just write your first name Mary
Personal Letters
Letter to someone you know well

Layout of a personal letter

Dear Susan

I am writing to say thank you for the lovely flowers. I can't believe you remembered my birthday! You are so thoughtful.

We are all in good form here. I do hope all the family are well. Paul is starting a new job next week.

I hope to get down to Cork to visit you soon. Thanks again.

Love

Mary
Getting to know the layout of a personal letter

Fill in the letter using your own details. Write to someone about how you are getting on. Your message can be very short.

1. Your Address  
2. Date  
3. Greeting  
4. Message  
5. Sign off  
6. Signature

1. __________________  
   __________________  
   __________________  

2. __________________  

3. __________________  

4. ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  

5. ____________  

6. ____________

1. __________________  
   __________________  
   __________________  

2. __________________  

3. __________________  

4. ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  
   ___________________________________________  

5. ____________  

6. ____________
Dear Susan

I hope all is well with you. It has been ages since we saw you here in Meath.

I am writing to ask you to come and stay with us the weekend of the 6th June. We are having a little get together because John is going to Australia for a year. It would be lovely for him to see you before he goes, you are his godmother after all. Let me know if you can make it, don’t worry if not, any weekend before then is fine.

We are all in good form here. Very busy trying to get John organised. I will miss him while he’s away. I do hope all the family are well.

Love

Mary
Writing a personal letter

Write a letter to a friend inviting them to visit.

________________
________________
________________
________________
________________
________________
________________
________________
________________
________________
________________
________________
________________
________
________
Catching up with family

Write a letter to a relative letting them know how things are in your life.
Writing about your holidays

Write a letter to your friend describing the last holiday you went on.

These are just ideas to get you started. Write to someone you know and send them the letter. It is always nice to get a letter so why not send one?
**Formal Letters**

**Tips for writing a formal or business letter**

A formal letter is a letter to someone you don’t know.

Some Examples:

- Job Application letter
- Letter of complaint
- Letter to newspaper
- Letter of enquiry
- Letter to Solicitor

**Tip**

*It is a good idea to make a copy of an important letter. Most libraries have photocopiers you can use.*

**Layout of a formal letter**

Make sure you know the layout of a formal letter – where everything goes. This is almost the same as a personal letter.

- ✔ Your Address
- ✔ Date
- ✔ Name and address of company/organisation/ business etc
- ✔ Greeting
- ✔ Content (what you are writing about)
- ✔ Sign off
- ✔ Signature
Layout of a Formal or Business Letter

Look at the sample letter on page 80 as you read this.

Your **address** is always on the top right of the page.

Write the **date** below your address.

Then write the **name and address of company/business/organisation** you are writing to.

Your **Greeting** is more formal. If you do not know the name of the person you are sending the letter to, you could write:

- Dear Sir or Madam
- Dear Sir/Madam
- Dear Editor or Dear Manager

If you know the full name of the person you could write:

- Dear Mr Smith or Dear Ms Jones

The main part of your letter is why you are writing. Keep to the point and say why you are writing:

- I am writing to complain

Give the information you need. Ask for the information you require.

If you are enclosing something let them know in the letter:

- Please find enclosed

Your **Sign off** should be formal:

- Yours sincerely (usually if you know the name of the person)
- Yours faithfully (usually if you do not know the name of the person)

**Signature:** Write your first and last name
Dear Sir or Madam

I would like to place a personal advertisement in your newspaper on the 20th June 2005.

Please find enclosed my advertisement and also a cheque covering the cost.

Please contact me at my above address if you have any queries or you can phone me at 086 1234567.

Yours faithfully

Mary Byrne
Fill in some details using the layout guide. You do not have to write a full letter. Get to know where everything goes.
Fill in the letter using your own details. Write to NALA, 76 Lower Gardiner Street, Dublin 1 asking them to send you a copy of the Read Write Now workbook.

1. Your address  
2. Date  
3. Their name and address  
4. Greeting  
5. Content  
6. Sign off  
7. Signature

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>______________</td>
<td></td>
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<td></td>
<td>______________</td>
<td></td>
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<td></td>
<td>______________</td>
<td></td>
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<tr>
<td>2.</td>
<td>______________</td>
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<tr>
<td>3.</td>
<td>______________</td>
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<td>______________</td>
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<tr>
<td>4.</td>
<td>______________</td>
<td></td>
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<tr>
<td>5.</td>
<td>__________________________________________</td>
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<td></td>
<td>__________________________________________</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>______________</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>______________</td>
<td></td>
</tr>
</tbody>
</table>
Example of Letter asking for an application form

6 Mountain View
Limerick Road
Limerick

30th September 2005

The Manager
Glenview Country House
Rathkeale
Limerick

Dear Sir or Madam

Please forward me an application form for the position of Bar Manager in Glenview Country House, as advertised in the Irish Independent on 29th September 2005.

Yours sincerely

Michael Byrne
Replying to an advertisement

Write a letter to The Manager, Glenview Country House, Rathkeale, Limerick asking for an application form for the position of Assistant Manager. You saw the position advertised in the Evening Herald today.
Job application letter

Write a letter applying for the job of Bar Manager in Glenview Country House, Rathkeale, Limerick. Briefly let them know your experience and let them know your CV and application form are enclosed.
Letter of complaint

You went out to dinner with your family to the Happy Eaters Restaurant, Naas, Co. Kildare. You had a bad experience. Examples: you were ages waiting to order, waiting for the food, food cold, spilled, over-charged. Write a letter of complaint to the manager.
Filling in Forms

There are many times when you are asked to fill in a form. For example:

✔ Applying for a passport
✔ Applying for a driving licence
✔ Applying to join a library or club
✔ Applying for a job
✔ Giving information like in the Census form

Tips for filling in forms

● It is good to keep all the information you might need together so you can find your personal details quickly and easily, for example your Personal Public Service Number (PPS number). You can get this number from the Department of Social and Family Affairs. It should also be on your pay slip.

● Make a copy of the form so that if you make a mistake you can start again. You can always ask for an extra form to practise on.

● Read the form carefully before you write anything.

● You may not need to fill in everything.

● If it does not apply to you leave it blank.

● If there is something on the form you do not understand, ask for help.

● Often the information you need to give on forms is the same. Once you get used to filling in forms they will all become easier!
**BLOCK LETTERS**

Sometimes you are asked to fill a form in **Block Letters** or **Block Capitals**. This means writing EVERYTHING IN CAPITAL LETTERS.

This is to make the information very clear and easy to read or easy to scan by a computer.

Here are all the capital letters to remind you.

\[
\text{ABCDEFGHIJKLMNOPQRSTUVWXYZ}
\]

Make sure you know how to write each one.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

When you are asked to write in Block letters this does **not** mean your signature. You sign your name in the usual way.
Forms with Boxes

When you have a form with boxes to fill in make sure to write **one** letter or **one** number in each box.

**Leave one box space between each word.**

<table>
<thead>
<tr>
<th>Surname</th>
<th>BYRNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>MARY</td>
</tr>
<tr>
<td>Address</td>
<td>12 HILL DRIVE</td>
</tr>
<tr>
<td></td>
<td>NAVAN</td>
</tr>
<tr>
<td></td>
<td>COMEATH</td>
</tr>
<tr>
<td>Date of birth</td>
<td>25 06 1984</td>
</tr>
</tbody>
</table>

Fill in this form with **your own** information. Use BLOCK CAPITALS.

<table>
<thead>
<tr>
<th>Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>
Writing dates in boxes

Write one number in each box.

Usually there are two boxes for the numbers.

If it is a single number like 3 and 9 you have to put a 0 first to fill all the boxes.

**Example**

3/9/04

1 3 0 9 0 4

Sometimes the year will be written in full – 2005

Sometimes just the short form is used – 05

**Example**

11/1/2004

1 1 0 1 2 0 0 4

5/12/02

3/9/98

16/2/00

11/1/01

2/6/2005

8/10/1968

Answers on page 102
Some words that are used in forms

Sometimes forms use different words to ask the same thing.

**First name:** Mary
This can also be asked as **Christian name or Forename**.

**Surname:** Byrne
This can also be called **Last Name or Family Name**.

Be careful! Some forms ask you to put your surname first.

**Address:** This is where you live.

19 The Green, Rathmines, Dublin 6

You might be asked to write it out on separate lines.

<table>
<thead>
<tr>
<th>Street</th>
<th>19 The Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/City</td>
<td>Rathmines</td>
</tr>
<tr>
<td>County</td>
<td>Dublin 6</td>
</tr>
</tbody>
</table>

**Example**

**Title:** Mr, Mrs, Miss, Ms,

- **Mr** is used for all men. Mr Michael Byrne
- **Mrs** is used for a married woman. Mrs Mary Byrne
- **Miss** is used for a single woman. Miss Mary Byrne

All women can use Ms. Ms Mary Byrne

They can be married or single.

**Telephone / Phone:** 01-234567

**Contact Number:** This is where you can be reached most easily. If you don’t have a phone this could be your friend’s telephone number.

It could be a **work number** or a **daytime number** (where you are during the day) or your **mobile number**.
Date of Birth: When you were born.
DOB - the initials of each word Date of Birth.

21st December 1954 or 21/12/54

Signature: How you write your first and last name together. Your signature is unique. You are the only person in the world who writes your name in that way.

You sign a letter or a form or a cheque.

- Your signature is legally binding.
- You are agreeing to the conditions of the form.
- You are stating that the information you are giving is true.

You may want to take some time to practise YOUR signature.

Example: Patrick Kelly

___________________  ___________________
___________________  ___________________
___________________  ___________________

Bank of NALA

Pay Eircom
One hundred and five euro
and 23 cent

€105.23

Your signature
Example
Here is a form filled out with Mary Byrne’s details.

Application for Membership

First Name: Mary
Surname: Byrne

Title: Mr □  Mrs □  Miss □  Ms ✔

Address: 19 The Green, Rathmines, Dublin 6

Telephone: 01-234567

Daytime Contact Number: 01-765432

Date of Birth: 21-12-54

I am applying for membership of DVDWorld. I agree to abide by the rules of DVDWorld. I declare that the information given above is true and correct to the best of my knowledge.

Signature: Mary Byrne

Date: 26th January 2005
Application Form

Fill out this form with your details. It is a good idea to have a friend look at this for you when you are finished.

Application for Membership

First Name:

Surname:

Title:  Mr  Mrs  Miss  Ms

Address:

Telephone:

Daytime Contact Number:

Date of Birth:

I am applying for membership of DVDWorld. I agree to abide by the rules of DVDWorld. I declare that the information given above is true and correct to the best of my knowledge.

Signature:

Date:
More words used in forms

**Occupation:** This is the job you have or the work you do.

*Example:*
Homemaker, Farmer, Doctor, Waiter, Student, Part time shop assistant, Unemployed etc.

**Nationality:** This is the country you were born in.

*Example:*
I am from Ireland so my nationality is Irish.

**Country of origin:** This also means the country you were born in.

*Example:*
Mary was born in England. Her country of origin is England.

**Marital Status:** You may be asked to put a ✔ in a box to show the one that is right for you.

- Married
- Widowed
- Separated
- Single
- Divorced

**Are you male or female?**

Sex and Gender mean the same thing. Your sex or gender is whether you are a man or woman, male or female.

- **Sex:** Male ✔ Female
- **Gender:** Male ✔ Female

**Dependants:** People who are relying on you to provide for them.
Revision Quiz

Put a ✔ in the right box.

1. **DOB** stands for:
   a) Day of bouncing
   b) Date of birth
   c) Don’t over book

2. Another name for your **first name** is:
   a) Forename
   b) Surname
   c) Last Name

3. Your **country of origin** is:
   a) Where you were brought up
   b) Where you were born
   c) Where you go on holiday

4. **Gender** means:
   a) Your sex - male or female
   b) Children
   c) Where you were born

5. Your **dependants are**:
   a) Your cousins
   b) Your friends
   c) People you provide for

6. Your **occupation** is:
   a) If you are married or single
   b) Your work
   c) Your work history

*Answers on page 102*
Membership Application Form

Complete this application form using BLOCK CAPITALS

Surname: ______________________________________
Forename: _____________________________________
Address: ______________________________________

____________________________________

Phone No: ____________ Mobile: ____________

Please ✔ the correct box.
Married ☐ Widowed ☐
Single ☐ Divorced ☐

Please ✔ the correct box.
Sex: Male ☐ Female ☐

Date of birth: __________________________________________

Occupation: __________________________________________

Have you used a gym before? Yes ☐ No ☐

Signature: ____________________________________________
Job application form

You have replied to an advertisement for a job in Telesales. You are required to complete the following application form using block capitals.

Please complete this form in Block Capitals.

First Name: __________________________ Title: _____

Last Name: ___________________________________________

Address: ____________________________________________

Phone No: __________ Contact No: __________

Please ✔ the correct box.

Sex: Male ☐ Female ☐

Date of birth: / /

PPS No: __________

Present occupation:

______________________________________________

Previous employment:

______________________________________________

______________________________________________

Valid Driving Licence: Yes ☐ No ☐

Signature: __________________________________________
Fill in the following form for your Childcare Centre

Use block capitals.

Happy Days
Montessori
School

Forename: _______________________________________
Last Name: _______________________________________
Address:
_____________________________________
_____________________________________

Home phone No: _________________________
Mobile phone No: _________________________

Names and dates of birth of children:

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>___________</td>
</tr>
<tr>
<td>__________________</td>
<td>___________</td>
</tr>
<tr>
<td>__________________</td>
<td>___________</td>
</tr>
</tbody>
</table>

Signature: _______________________________________

98
Answers to the Exercises

Capital Letters

Names (page 6)
Pat Byrne
Mary Kelly
Jim Farrell
Mick Fitzpatrick
Angela McDonagh
Sara Dunne

Name and address (page 7)
Valentine Kelly
Clover Lane
Sallins
Co Kildare

Vera Doyle
Parkgate
Mount Sion
Co Waterford

Titles (page 10)
1. Mr Hyde
2. Mr Magoo
3. Dr Watson
4. Miss Jane Eyre
5. Fr Ted Crilly
6. Mrs Hyacinth Bucket

Writing Days and Months

Days of the week (page 13)
1. Monday
2. Tuesday
3. Thursday
4. Monday to Friday
5. Wednesday
6. Saturday and Sunday

Word search (page 13)

A X Z U B S C D I J G P
W R T U E A X M O N D A
A R S U N T H O M A D E
K S U V X U B N J K L T
S I T H U R S D A Y T Y
V U R T J D A A X M U G
S U N D A A Y Y U E E S
F R I D A Y S A T E S S
W S V D A A X R I K D A
F R I M A Y S A T E A S
J R W E D N E S D A Y S
R W E D N E R T G D A Y
Months (page 15)
1. January
2. February
3. March
4. April
5. May
6. June
7. July and August
8. September
9. October
10. November
11. December

Short way of writing the months and year (page 17)
1. Jan 05
2. Mar 06
3. Dec 05
4. Aug 73

Writing Sentences

What is a sentence? (page 19)
1. the cat went to the. No
2. I can hear the dog barking. Yes
3. It is a lovely day. Yes
4. we went to the beach and then No

Match the beginning to the ending (page 19)
The weather is very nice today.
In the city the traffic is very heavy.
At eight o’clock the show will start.
Our cat is black and white.
We went to the match and our team won.

Putting in the full stop (page 23)
1. The dog had a lovely white bone. Another dog tried to take it from him.
2. We went to the pictures last night. It was a very good film.
3. At the wedding on Saturday we had our photos taken. They came out lovely.
4. The football team that won the league came to our town. The crowd was shouting and cheering.

More Capital Letters

Fill in the gaps (page 24)
1. Monday to Friday
2. Tuesday
3. Wednesday
4. Thursday
5. Saturday and Sunday.

Putting it all together (page 26)
1. I went to the shops on Thursday.
2. It rained all day when we were out walking.
3. The postman has extra work at Christmas.
4. We had a great time at the Galway races.
5. There is a lot of work needed to fix up an old house.
6. She has to buy a lot of new furniture.
7. He took his dog Spot for a walk by the river.
8. They had a public meeting in the town hall and I could not attend.
**Putting it all together 2 (page 27)**

1. Today is **Sunday 5th December.** (3)
2. Coronation Street is on a **Sunday, Monday, Wednesday and Friday.** (6)
3. My friend Tom works for the **Evening Herald.** (4)
4. Mary and Michael are related to **Dr. Brown.** (4)
5. In June we are going to **Crosshaven in Co. Cork.** (5)
6. Paris is the capital city of **France.** (2)
7. I think I left my bag in the cinema when we went to see **Toy Story.** (4)
8. DJ Carey plays hurling for **Kilkenny.** (4)
9. Ann and Sarah work in **Dunnes Stores.** (4)
10. Angela's **Ashes** by Frank McCourt is set in **Limerick.** (6)

---

**Writing the number in a date (page 58)**

a) 1\(^{st}\)  
 b) 2\(^{nd}\)  
 c) 3\(^{rd}\)  
 d) 4\(^{th}\)  
 e) 12\(^{th}\)  
 f) 20\(^{th}\)  
 g) 21\(^{st}\)  
 h) 22\(^{nd}\)  
 i) 23\(^{rd}\)  
 j) 31\(^{st}\)

**Writing dates using words and numbers (page 59)**

a) 1\(^{st}\) Mar 08  
 b) 15\(^{th}\) Feb 06  
 c) 26\(^{th}\) Apr 50  
 d) 18\(^{th}\) Jun 11  
 e) 30\(^{th}\) Oct 75  
 f) 3\(^{rd}\) Aug 79

**Days in the month (page 60)**

1. 31  
2. 30  
3. 30

**Using the Calendar (page 61)**

1. Thursday  
2. Wednesday  
3. Monday  
4. Tuesday  
5. Saturday  
6. Wednesday

**Writing the dates using numbers only (page 62)**

a. 15/5/2001  
 b. 4/4/1998  
 c. 26/6/2000  
 d. 7/7/2005  
 e. 18/8/1951  
 f. 1/11/1982

---

**Writing a Card**

**Match the greeting to the card (page 45)**

<table>
<thead>
<tr>
<th>Birthday card</th>
<th>Happy Birthday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas card</td>
<td>Happy Christmas</td>
</tr>
<tr>
<td>Get Well card</td>
<td>Get Well Soon</td>
</tr>
<tr>
<td>Wedding card</td>
<td>Wishing you both every happiness</td>
</tr>
<tr>
<td>Congratulations card</td>
<td>Congratulations!</td>
</tr>
<tr>
<td>New baby card</td>
<td>A baby girl!</td>
</tr>
<tr>
<td>Good Luck card</td>
<td>Good Luck in your exams</td>
</tr>
</tbody>
</table>

---

**Writing Dates**

**Order of the months (page 57)**

1. April is the 4\(^{th}\) month  
2. October is the 10\(^{th}\) month
Addresses

**Writing the address in a letter** (page 65)

20 St John’s Terrace  
Fairview  
Dublin 3  
22nd Jan 05

Jacob’s Biscuits  
PO Box 170  
Dublin 2  
19th June 05

June Grogan  
8 Collins Road  
Ballymore Eustace  
Co. Kildare  
4th May 2005

**Addressing an envelope**  
(pages 66-69)

Henry Fagan  
20 St John’s Terrace  
Fairview  
Dublin 3

Carla Garcia  
Woodgrove  
Holly Lane  
London N2 4BH  
UK

Jacobs Biscuits  
PO Box 170  
Dublin 2

Filling in Forms

**Writing dates in boxes** (page 89)

<table>
<thead>
<tr>
<th>05</th>
<th>12</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>09</td>
<td>98</td>
</tr>
<tr>
<td>16</td>
<td>02</td>
<td>2000</td>
</tr>
<tr>
<td>11</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>02</td>
<td>06</td>
<td>05</td>
</tr>
<tr>
<td>08</td>
<td>10</td>
<td>68</td>
</tr>
</tbody>
</table>

**Revision Quiz** (page 95)

1. b – DOB stands for Date of Birth
2. a – First name is also your Forename
3. b – Country of origin is where you were born
4. a – Gender is your sex – male or female
5. c – Dependants are someone you provide for
6. b – Occupation is your job