

# Putting Pen to Paper

## *Writing Workbook*

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**NALA**

An Áisíneacht Náisiúnta Litearthachta do Aosaigh

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# ***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!

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**Can you answer yes to one or more of the following questions?**

	<b>Yes</b>	<b>No</b>
Do you try to avoid writing at certain times?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find filling in a form hard?	<input type="checkbox"/>	<input type="checkbox"/>
Have your writing skills stopped you from doing something you would enjoy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to brush up on your writing skills?	<input type="checkbox"/>	<input type="checkbox"/>

**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?

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## 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 **K**elly  
Patrick **M**urphy

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## 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

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vera doyle, parkgate, mount sion, co waterford

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**Answers on page 99**

Where do you live? Write your address.

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## 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 **C**arrickfergus.

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.

**G**olf 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

**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**

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## Names

Capital letters are **always** used:

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

**S**piderman, **T**he **S**napper, **I**rish **I**ndependent, **W**hite **C**hristmas,  
**E**astenders, **D**unnes, **C**adburys

### 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?

---



# Writing Days and Months

## 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**.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	

Look at the way the word is broken down.

<b>Mon</b> day	<b>Tues</b> day	<b>Wed nes</b> day	<b>Thurs</b> day
<b>Fri</b> day	<b>Sat ur</b> day	<b>Sun</b> day	

## Fill in the gaps with the missing letters

M _ _ day	M _ _ d _ _
Tu _ _ d _ _	T _ _ s _ _ _
Wed _ _ _ d _ _	W _ _ n _ _ d _ _
Th _ _ _ day	T _ u _ _ d _ _
F _ _ da _	_ _ i _ _ _
_ _ _ urda _	Sat _ _ day
_ _ _ _ ay	S _ _ d _ _

## 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 \_ \_.

**Answers on page 99**

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

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Answers on page 99**

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## 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<sup>th</sup> 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.

<b>Monday</b>	<b>Mon</b>	<u>Mon</u>
<b>Tuesday</b>	<b>Tue</b>	---
<b>Wednesday</b>	<b>Wed</b>	---
<b>Thursday</b>	<b>Thu</b>	---
<b>Friday</b>	<b>Fri</b>	---
<b>Saturday</b>	<b>Sat</b>	---
<b>Sunday</b>	<b>Sun</b>	---

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 _ _ _ er    |

**Answers on page 100**

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## Writing the months

1. The first month of the year is J \_ \_ \_ \_ y.
2. Valentine's Day is on 14<sup>th</sup> F \_ \_ r \_ a \_ \_ .
3. M \_ \_ ch 17<sup>th</sup> 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<sup>nd</sup> January 2005   or   22<sup>nd</sup> **Jan** 2005

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

### *Examples*

1. **February**      **Feb**
2. **September**      **Sept**      The only month with 4 letters

Now you try

<b>January</b>	_____	<b>May</b>	_____	<b>September</b>	_____
<b>February</b>	_____	<b>June</b>	_____	<b>October</b>	_____
<b>March</b>	_____	<b>July</b>	_____	<b>November</b>	_____
<b>April</b>	_____	<b>August</b>	_____	<b>December</b>	_____

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.

### *Examples*

200**5** is **05**      200**0** is **00**      199**9** is **99**

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

### *Example*

October 1968      **Oct 68**

- |                 |     |    |                  |     |    |
|-----------------|-----|----|------------------|-----|----|
| 1. January 2005 | ___ | __ | 3. December 2005 | ___ | __ |
| 2. March 2006   | ___ | __ | 4. August 1973   | ___ | __ |

**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.

**Yes**    **No**

1. the cat went to the.

☐    ☐

2. I can hear the dog barking.

☐    ☐

3. It is a lovely day.

☐    ☐

4. we went to the beach and then

☐    ☐

**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.

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Answers on page 100**

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## 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

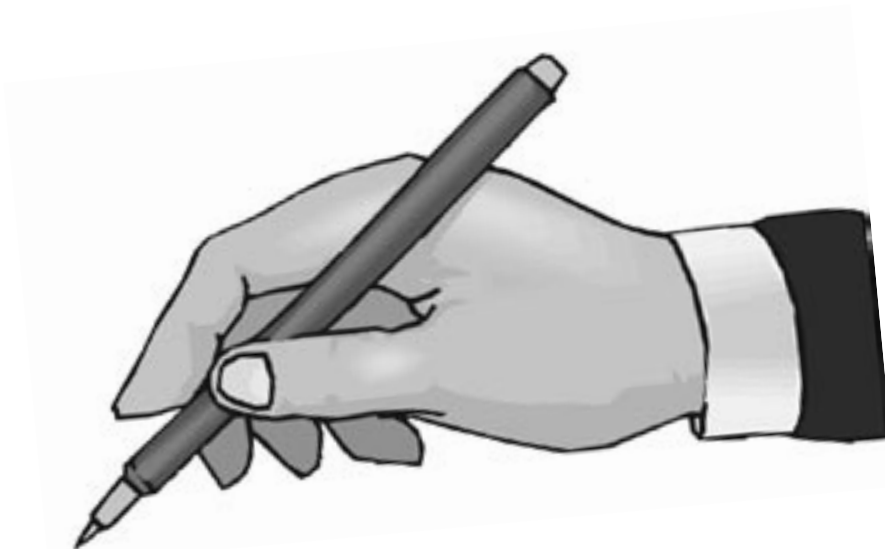
On holidays I

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

**M**onday

**T**uesday

**W**ednesday

**T**hursday

**F**riday

**S**aturday

**S**unday

**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

**J**anuary

**F**ebruary

**M**arch

**A**pril

**M**ay

**J**une

**J**uly

**A**ugust

**S**eptember

**O**ctober

**N**ovember

**D**ecember

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 **F**riday night.

### **Example**

mrs byrne does her shopping in superquinn. (3)

**M**rs **B**yrne does her shopping in **S**uperquinn. (3)

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

1. today is sunday 5<sup>th</sup> 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

### Shopping List



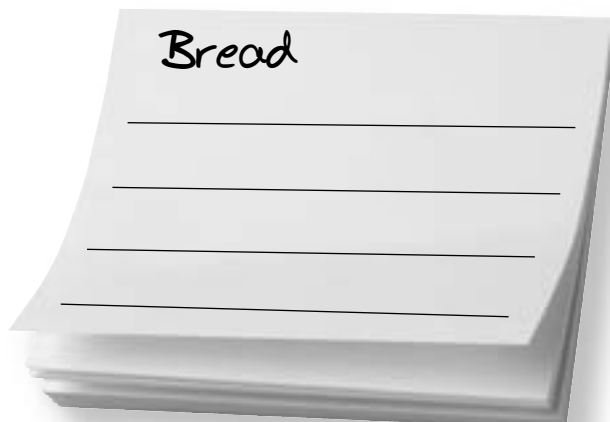
### Things to Do List



## 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.

### Shopping List



### Things to Do List



---

## 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.



The image shows a stack of white sticky notes. The top note is titled 'Wish List' in a handwritten style. Below the title, there are five numbered lines for writing wishes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 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	Present
■ <u>The Byrne family</u>	<u>biscuits</u>
■ <u>Pat</u>	<u>book on football</u>
■ _____	_____
■ _____	_____
■ _____	_____
■ _____	_____



## 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

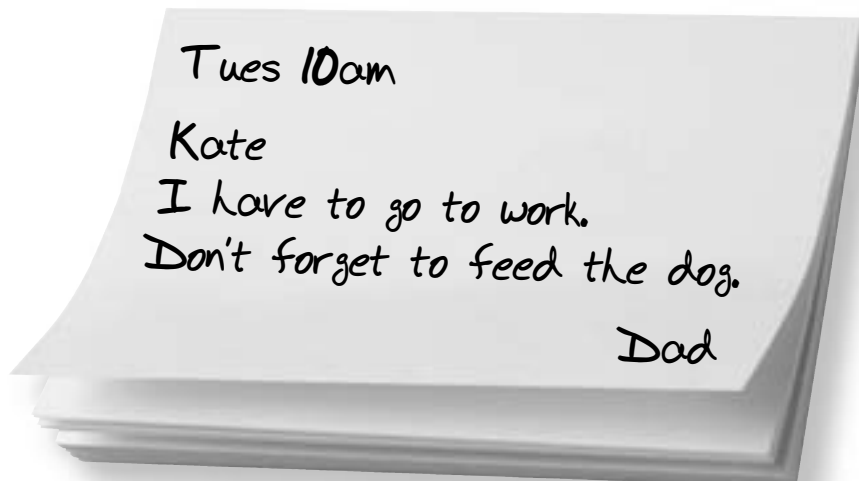
**Can you think of times in your life when writing a note might be useful?**

## 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**

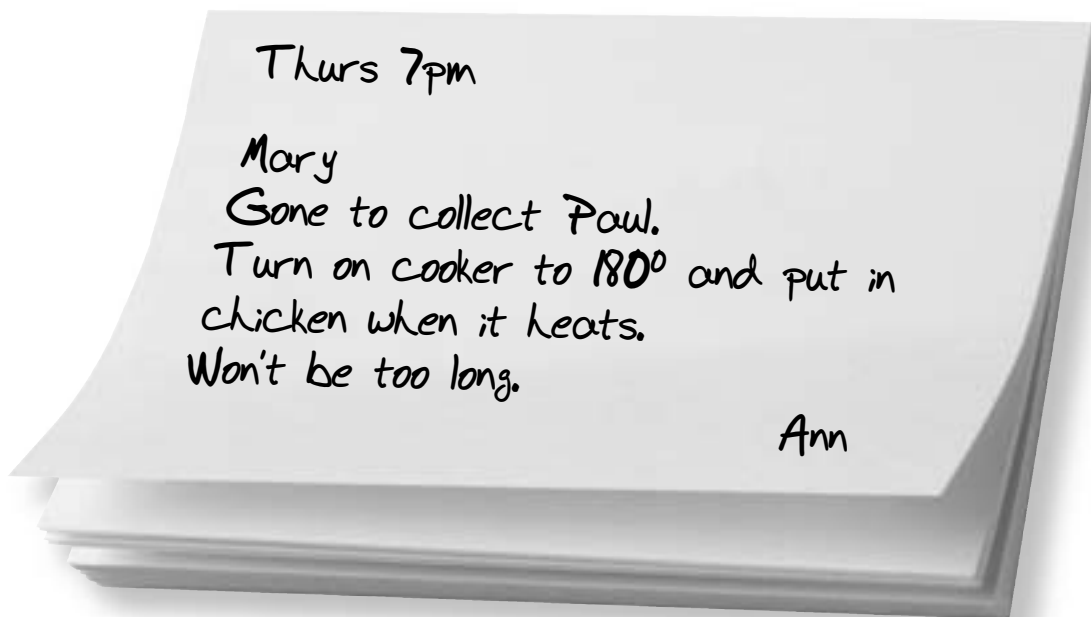
You want your daughter to feed the dog, you could leave a note to ask her to do it.



## 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.



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<sup>nd</sup> Jan

Dear Teacher

Please excuse Sarah for being absent last week as she was sick with the flu.

Thank you.

Mary Byrne

Mon 22<sup>nd</sup> 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  
today  
late  
hospital  
excuse

Sir  
tomorrow  
early  
appointment  
leave

school  
yesterday  
dentist  
headache  
release

absent  
flu  
doctor  
stomach

---

## 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:** 10<sup>th</sup> Jan 05

## Writing a phone message

Leave a message for your daughter telling her that her boyfriend will collect her at 7pm.

# Telephone Message

**For:**

**From:**

**Message:**

**Taken by:**

**Time:**

**Date:**

## Writing a phone message

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

# Telephone Message

**For:**

**From:**

**Message:**

**Taken by:**

**Time:**

**Date:**



# 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.

Birthday card

Christmas card

Get Well card

Wedding card

Congratulations card

New baby card

Good Luck card

Congratulations!

A baby girl!

Happy Birthday

Happy Christmas

Good Luck in your exams

Get Well Soon

Wishing you both  
every happiness

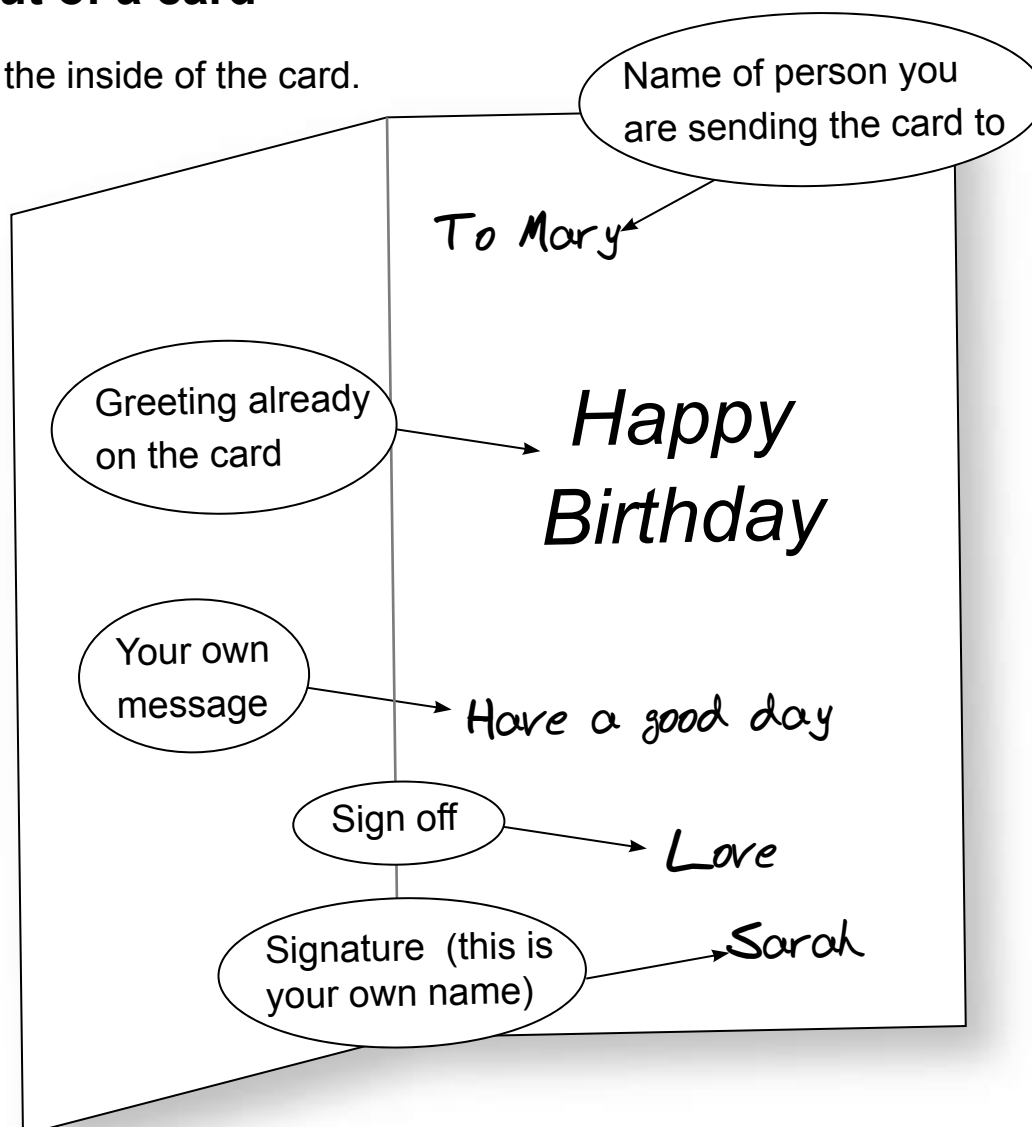
**Answers on page 101**

## 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	See you soon
All my love	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*

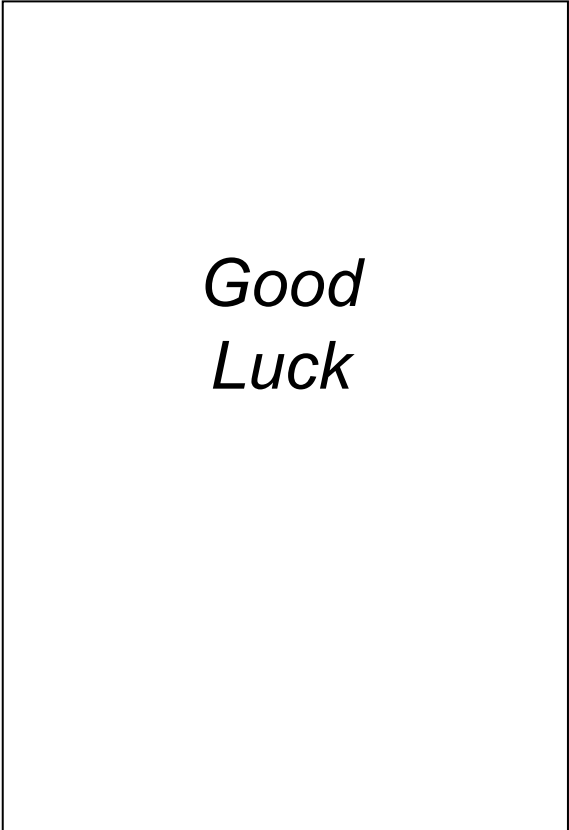
*Thank  
You*

*Get Well  
Soon*

---

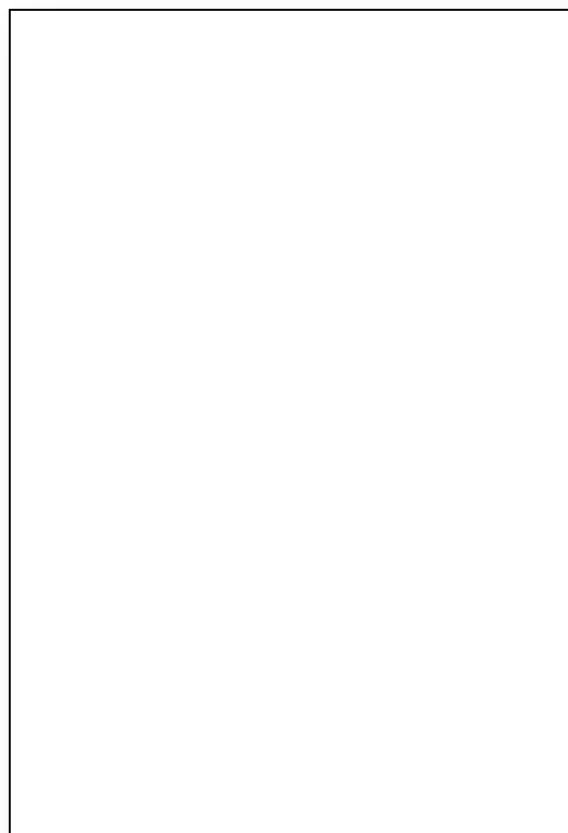
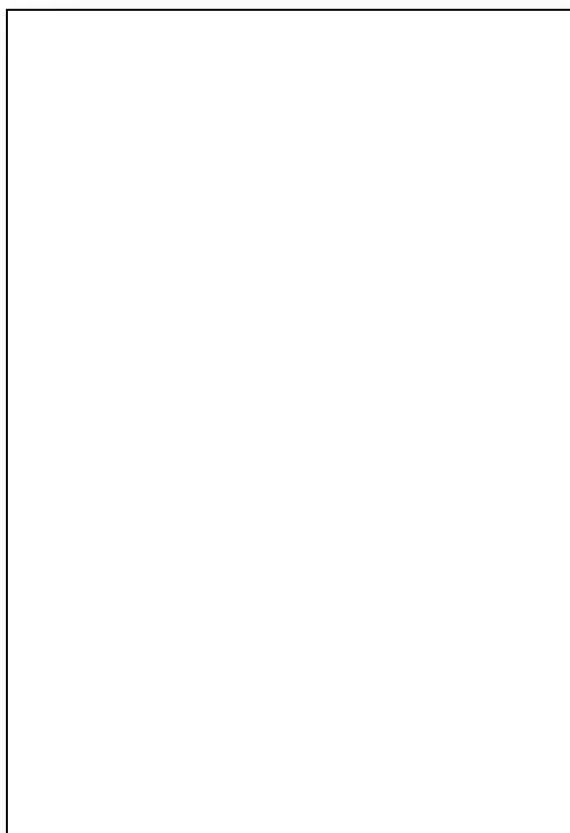


*Wishing you  
well in your  
New Home*



*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.

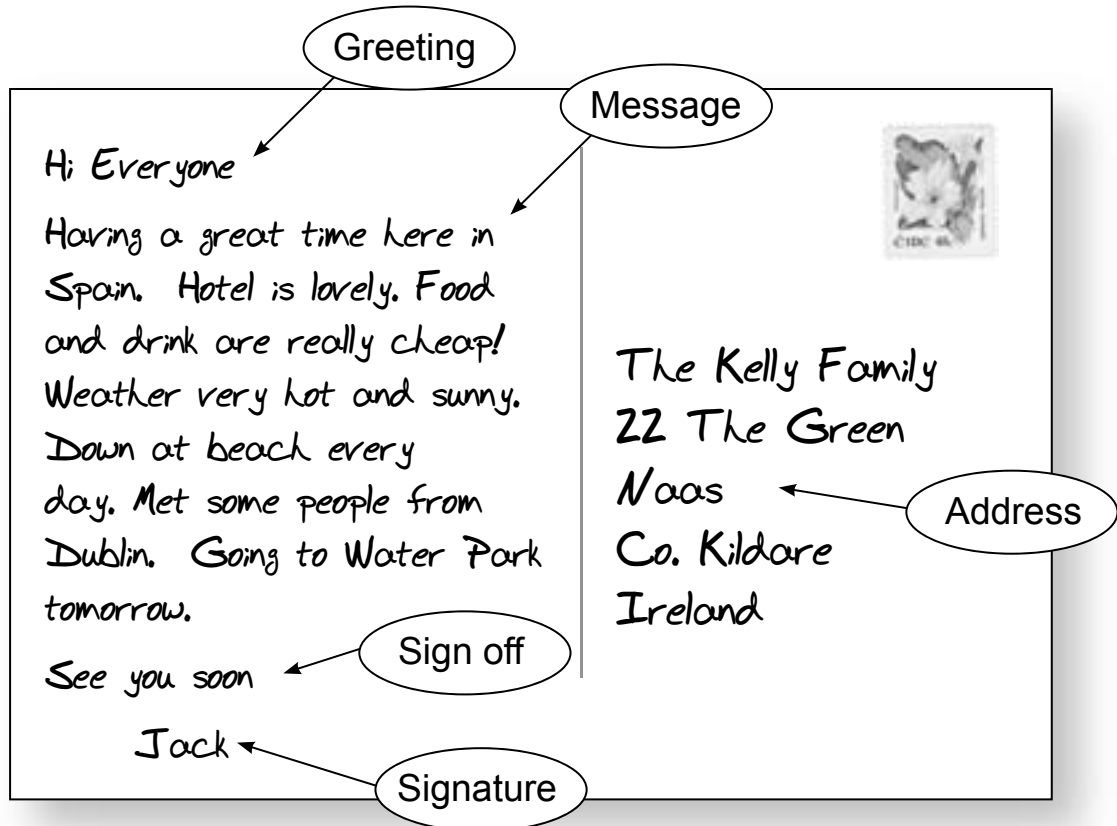
Write the address on the **right** side of the card.

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!

<p>Space for your Message</p>	 <p>Address of person you are sending card to</p> <hr/> <hr/> <hr/>
-----------------------------------	--

## 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

## 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.

apartment

hotel

airport

beach

pool

weather

tours

pub

shopping

duty free


sight-seeing

souvenirs

views

trips

swimming

	
	_____
	_____
	_____


---

## 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 12<sup>th</sup> month. It is the last month.

Christmas is in December

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

1. What is the 4<sup>th</sup> month? \_\_\_\_\_
2. What is the 10<sup>th</sup> month? \_\_\_\_\_
3. What is the 12<sup>th</sup> month? \_\_\_\_\_
4. What is the 6<sup>th</sup> 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. – 1<sup>st</sup>

### *Examples*



First	1 <sup>st</sup>
Second	2 <sup>nd</sup>
Third	3 <sup>rd</sup>
Twenty-first	21 <sup>st</sup>

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   | 1 <sup>st</sup> | f) Twentieth     | _____ |
| b) Second  | 2 <sup>nd</sup> | 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<sup>th</sup> December 2004

Christmas is on 25<sup>th</sup> December 2004.

I am on holidays on 10<sup>th</sup> 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.

Day	Month	Year
23	January	2006

Day	Month	Year
23	Jan	06

a) 1 <sup>st</sup> March 2008	_____
b) 15 <sup>th</sup> February 1963	_____
c) 26 <sup>th</sup> April 1950	_____
d) 18 <sup>th</sup> June 2011	_____
e) 30 <sup>th</sup> October 1975	_____
f) 3 <sup>rd</sup> 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? \_\_\_\_\_

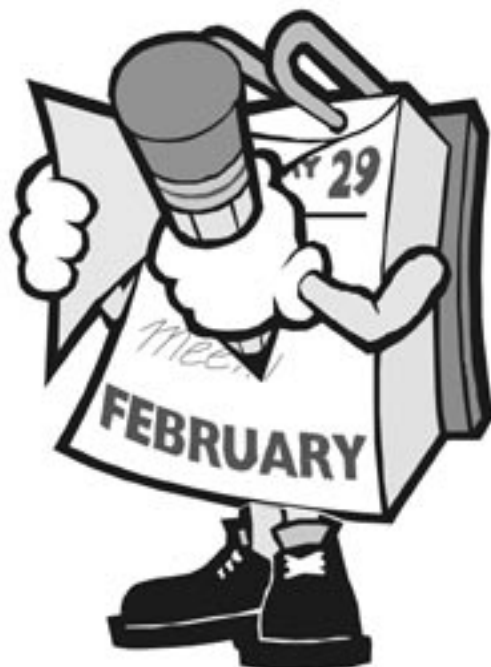
**Answers on page 101**

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

December						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

1. 10<sup>th</sup> December \_\_\_\_\_
2. 2<sup>nd</sup> December \_\_\_\_\_
3. 7<sup>th</sup> December \_\_\_\_\_
4. 1<sup>st</sup> December \_\_\_\_\_
5. 5<sup>th</sup> December \_\_\_\_\_
6. 9<sup>th</sup> December \_\_\_\_\_

**Answers on page 101**



## Writing the date using numbers only

### *Example*

Day	Month	Year
6 <sup>th</sup>	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

Numbers and words

25th February 2004

Numbers

25/2/2004

Boxes

2	5	0	2	0	4
---	---	---	---	---	---

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

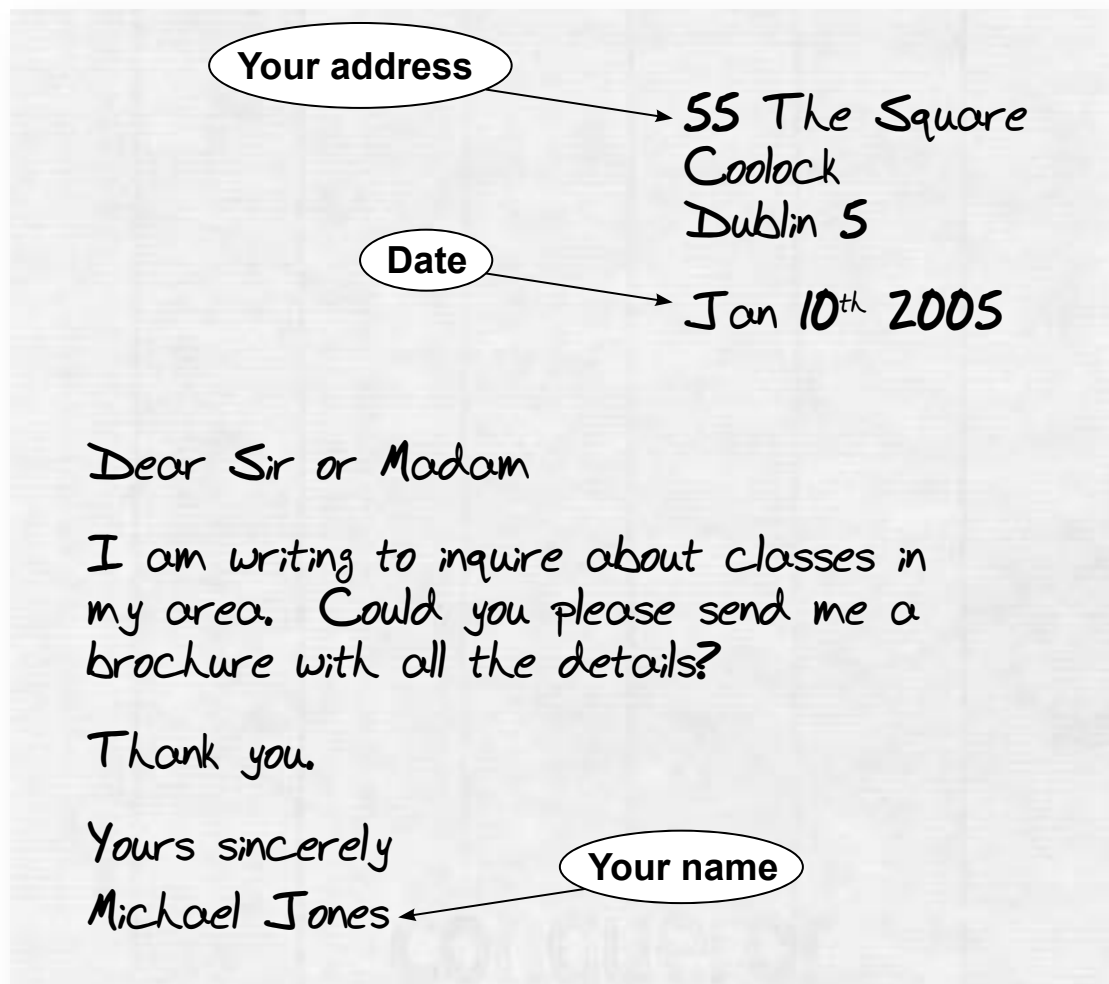
Your address goes on the top right hand side of the page.

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 10<sup>th</sup> 2005



---

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<sup>nd</sup> Jan 05

---

---

---

---

Jacobs Biscuits, PO Box 170, Dublin 2    19<sup>th</sup> June 05

---

---

---

---

June Grogan, 8 Collins Road, Ballymore Eustace, Co. Kildare  
4<sup>th</sup> 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***

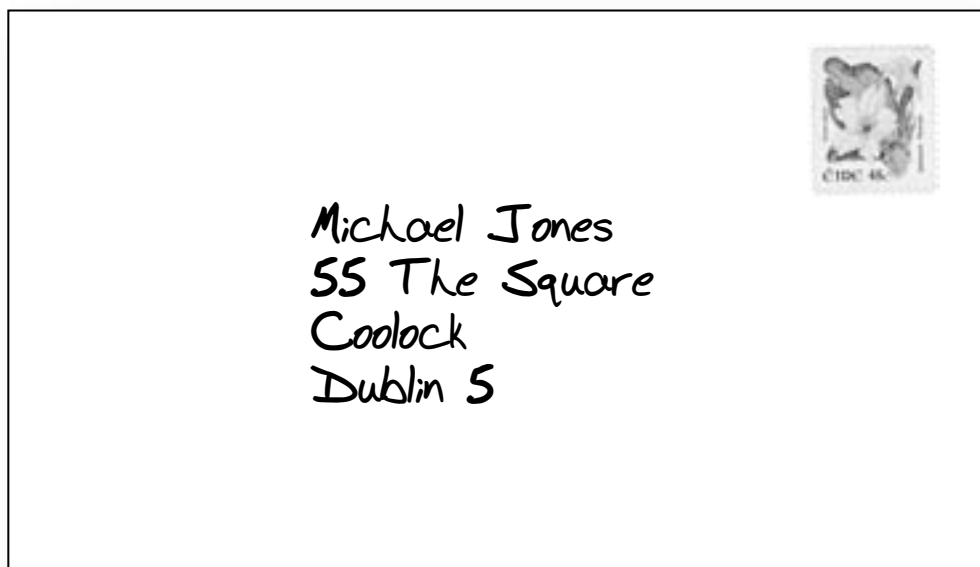
Michael Jones, 55 The Square, Coolock, Dublin 5

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.



### ***Example***



Now have a go at addressing some envelopes.

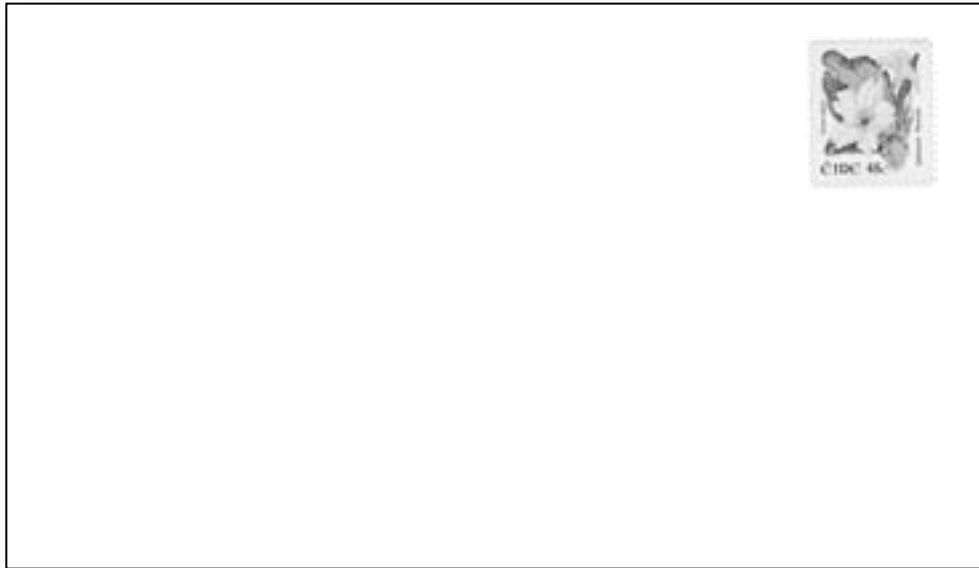
Henry Fagan, 20 St John's Terrace, Fairview, Dublin 3



**Answers on page 102**

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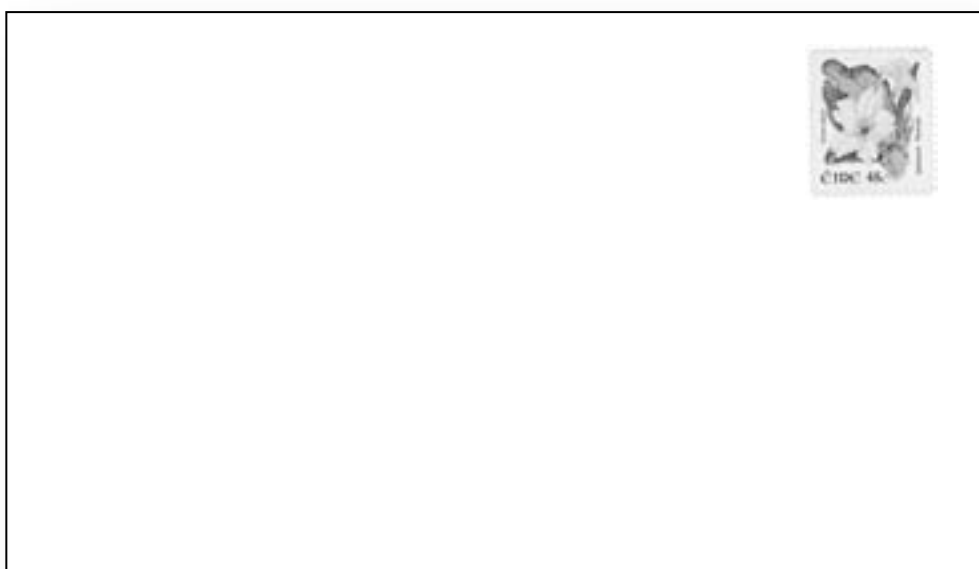
Carla Garcia, Woodgrove, Holly Lane, London 6214H, UK



**Answers on page 102**

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.



**Answers on page 102**

---

NALA, 76 Lower Gardiner Street, Dublin 1.



**Answers on page 102**

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.



# Personal Letters

## 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*

The diagram shows a template for a personal letter with the following sections and labels:

- Your Address:** Indicated by an arrow pointing to the top right corner, with three horizontal lines for writing.
- Date:** Indicated by an arrow pointing to a line below the address section.
- Greeting:** Indicated by an arrow pointing to a line below the date section.
- Message:** Indicated by an arrow pointing to the main body of the letter, which consists of several horizontal lines.
- Sign off:** Indicated by an arrow pointing to a line near the bottom of the letter.
- Your Signature:** Indicated by an arrow pointing to the final line at the bottom of the letter.

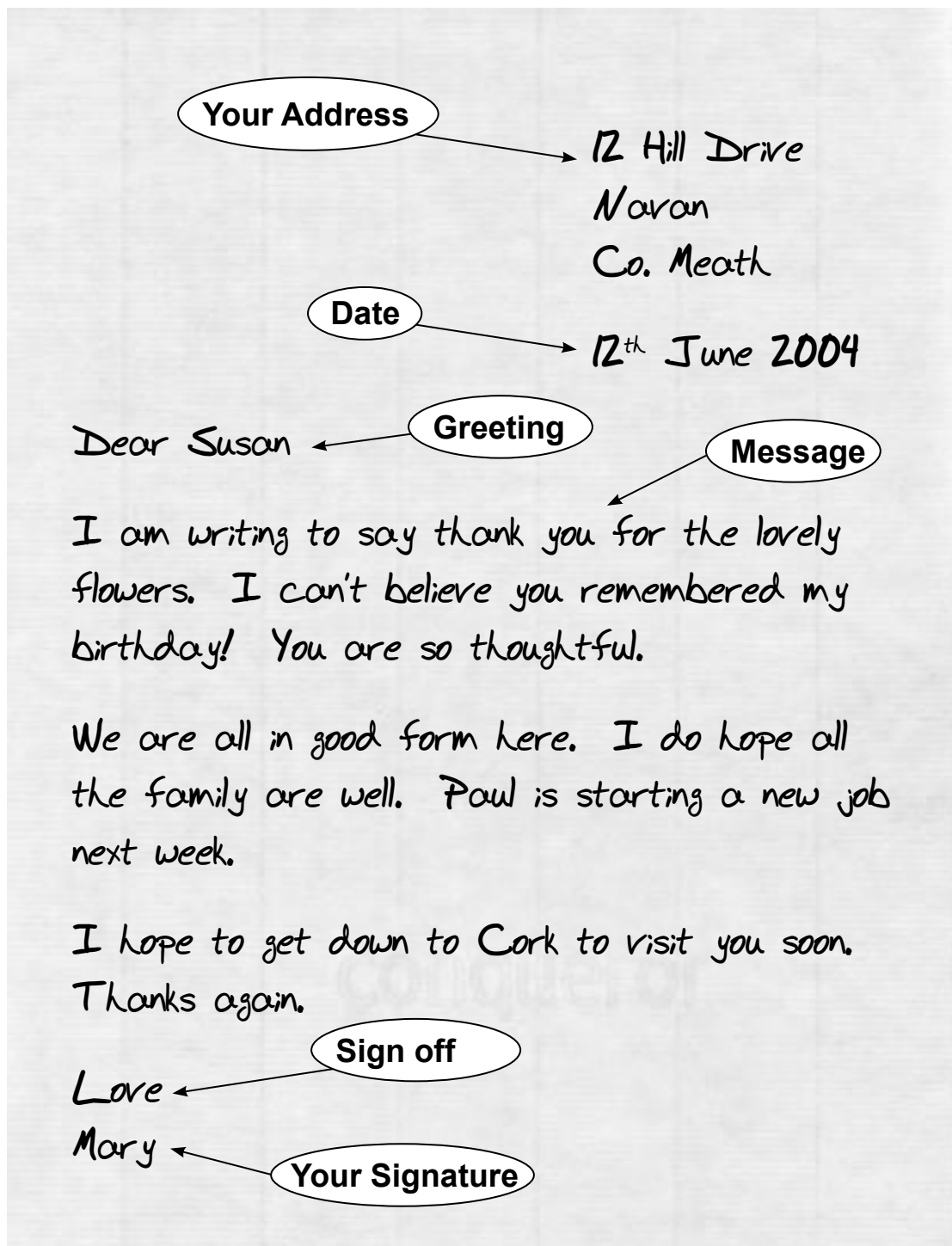


---

## Personal Letters

Letter to someone you know well

### Layout of a personal letter



---

## 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

3. Greeting

5. Sign off

2. Date

4. Message

6. Signature

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

---

## Example of Letter inviting friend to visit

12 Hill Drive  
Naran  
Co. Meath

15<sup>th</sup> May 2005

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 6<sup>th</sup> 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.

A blank sheet of lined paper for writing a letter. The paper has horizontal lines and a vertical margin line on the right side. There are four lines in the top right margin, a short line on the left margin, and several lines in the main body.

---

## Catching up with family

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

A blank sheet of white paper with horizontal lines for writing. The lines are evenly spaced and cover the majority of the page. There are four lines on the right side, and the rest of the page is filled with lines on the left side.

---

## Writing about your holidays

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

A blank sheet of lined paper for writing a letter. The paper has horizontal lines and a vertical margin line on the right side. There are four lines in the top right margin, and the rest of the page is filled with horizontal lines for the body of the letter.

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:

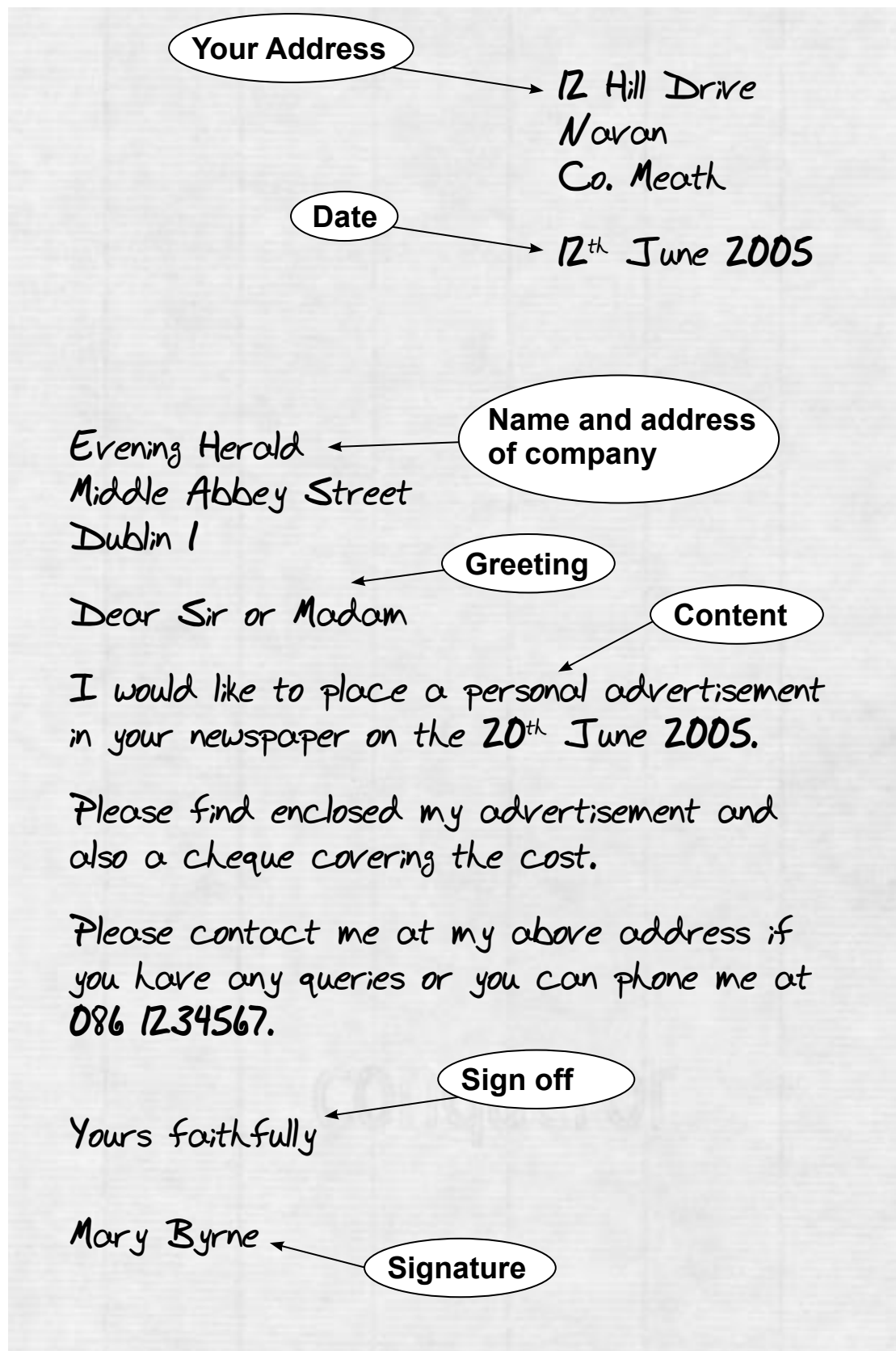
**Yours sincerely** (usually if you know the name of the person)

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

**Signature:** Write your first and last name



## Sample layout of a formal or business letter



Fill in some details using the layout guide. You do not have to write a full letter. Get to know where everything goes.

The diagram illustrates the layout of a letter with the following sections and labels:

- Your Address:** Indicated by an oval label with an arrow pointing to the top right section, consisting of three horizontal lines.
- Date:** Indicated by an oval label with an arrow pointing to the section below the address, consisting of two horizontal lines.
- Name and address of company:** Indicated by an oval label with an arrow pointing to the section below the date, consisting of three horizontal lines.
- Greeting:** Indicated by an oval label with an arrow pointing to the section below the company address, consisting of two horizontal lines.
- Content:** Indicated by an oval label with an arrow pointing to the large central section, consisting of eight horizontal lines.
- Sign off:** Indicated by an oval label with an arrow pointing to the section below the content, consisting of one horizontal line.
- Signature:** Indicated by an oval label with an arrow pointing to the bottom section, consisting of one horizontal line.

---

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

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

---

## Example of Letter asking for an application form

6 Mountain View  
Limerick Road  
Limerick

30<sup>th</sup> 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 29<sup>th</sup> 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.

Four lines for address on the right side.

Four lines for salutation on the left side.

Ten lines for the body of the letter in the center.

Two lines for signature at the bottom left.

---

## 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.

Four lines for address on the right side of the page.

Four lines for name and address on the left side of the page.

Ten lines for the body of the letter in the center.

Two lines for a signature at the bottom left.



# *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.

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

Make sure you know how to write each one.

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

<b>Surname</b>	B	Y	R	N	E														
<b>First name</b>	M	A	R	Y															
<b>Address</b>	1	2		H	I	L	L		D	R	I	V	E						
	N	A	V	A	N														
	C	O		M	E	A	T	H											
<b>Date of birth</b>	2	5		0	6		1	9	8	4									

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

<b>Surname</b>																			
<b>First name</b>																			
<b>Address</b>																			
<b>Date of birth</b>																			

## 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3/9/98	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16/2/00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/1/01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2/6/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8/10/1968	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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.

### *Example*

<b>Street:</b>	<i>19 The Green</i>
<b>Town/City:</b>	<i>Rathmines</i>
<b>County:</b>	<i>Dublin 6</i>

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

**Mr** is used for all men.

**Mrs** is used for a married woman.

**Miss** is used for a single woman.

All women can use **Ms**.

They can be married or single.

*Mr Michael Byrne*

*Mrs Mary Byrne*

*Miss Mary Byrne*

*Ms Mary Byrne*

**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**.

21<sup>st</sup> 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** 

Date 22<sup>nd</sup> April 2005 €

Pay Eircom

One hundred and five euro

and 23 cent

euro euro euro

€ 105.23

Patrick Kelly

Your signature

### **Example**

Here is a form filled out with Mary Byrne's details.



**DVD  
World**

### **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:** *26<sup>th</sup> 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.



DVD  
World

### 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.

**The Modern  
Telephone  
Company Ltd**



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:**

**Name**

**DOB**

_____	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
_____	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
_____	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

**Signature:** \_\_\_\_\_

# 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** 5<sup>th</sup> **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)

3. December is the 12<sup>th</sup> month
4. June is the 6<sup>th</sup> month
5. November is the 11<sup>th</sup> month
6. September is the 9<sup>th</sup> month

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

- |                     |                     |
|---------------------|---------------------|
| a) 1 <sup>st</sup>  | f) 20 <sup>th</sup> |
| b) 2 <sup>nd</sup>  | g) 21 <sup>st</sup> |
| c) 3 <sup>rd</sup>  | h) 22 <sup>nd</sup> |
| d) 4 <sup>th</sup>  | i) 23 <sup>rd</sup> |
| e) 12 <sup>th</sup> | j) 31 <sup>st</sup> |

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

- |                            |                            |
|----------------------------|----------------------------|
| a) 1 <sup>st</sup> Mar 08  | d) 18 <sup>th</sup> Jun 11 |
| b) 15 <sup>th</sup> Feb 06 | e) 30 <sup>th</sup> Oct 75 |
| c) 26 <sup>th</sup> Apr 50 | f) 3 <sup>rd</sup> Aug 79  |

## Writing a Card

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

Birthday card	Happy Birthday
Christmas card	Happy Christmas
Get Well card	Get Well Soon
Wedding card	Wishing you both every happiness
Congratulations card	Congratulations!
New baby card	A baby girl!
Good Luck card	Good Luck in your exams

## Writing Dates

### Order of the months (page 57)

1. April is the 4<sup>th</sup> month
2. October is the 10<sup>th</sup> month

### Days in the month (page 60)

- |       |       |
|-------|-------|
| 1. 31 | 4. 31 |
| 2. 30 | 5. 30 |
| 3. 30 |       |

### Using the Calendar (page 61)

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

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

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

# Addresses

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

20 St John's Terrace  
Fairview  
Dublin 3  
22<sup>nd</sup> Jan 05

Jacob's Biscuits  
PO Box 170  
Dublin 2  
19<sup>th</sup> June 05

June Grogan  
8 Collins Road  
Ballymore Eustace  
Co. Kildare  
4<sup>th</sup> May 2005

## Addressing an envelope (pages 66-69)

Henry Fagan  
20 St John's Terrace  
Fairview  
Dublin 3

Carla Garcia  
Woodgrove  
Holly Lane  
London E2 14H  
UK

Jacobs Biscuits  
PO Box 170  
Dublin 2

NALA  
76 Lower Gardiner Street  
Dublin 1.

## Filling in Forms

### Writing dates in boxes (page 89)

0 5      1 2      2 0 0 2

0 3      0 9      9 8

1 6      0 2      2 0 0 0

1 1      0 1      0 1

0 2      0 6      0 5

0 8      1 0      6 8

### 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