

READ WRITE NOW

learner workbook



supporting the radio series

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76 Lower Gardiner Street

Dublin 1

Telephone: (01) 8554332

Fax: (01) 8555475

Webpage: www.nala.ie

Email: literacy@nala.ie

Writer: Jenny Derbyshire

Designer: The Design Scene

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Introduction to Learner Workbook

This Learner Workbook is written to support the Read Write Now radio series. The book is split into 10 sections. Each section has 6 worksheets.

Freephone Tutor Support Line

The freephone tutor support line number is **1800 20 20 65**. Literacy tutors are available to answer calls on Mondays, Tuesdays and Wednesdays from 10 a.m. to 4 p.m. The tutors will answer any questions you may have, or help you with any problems. It is a free and confidential service.

Local Literacy Service

There are 125 VEC adult literacy schemes throughout the country. People join their local literacy schemes to work with tutors on a one to one basis or in small groups. The service is free and confidential. You can get 2 - 4 tuition hours per week. The local adult literacy organiser will meet you and find a suitable tutor for you. There are about 13,000 adults learning in literacy schemes around the country. There are 3,700 adult literacy tutors working in literacy schemes and they are trained by their local literacy service.

For information on your nearest service contact us:

freephone line at **1800 20 20 65**

or

NALA at (01) 8554332 (Monday to Friday 9.30 a.m. - 5 p.m.)

Guidelines for Use

This book is split into 10 sections based on the radio programmes.
Each section has 6 worksheets.

You will use the first 3 worksheets as you are listening to the programme.
The other worksheets are for you to practice on later.

The following symbols will guide you through using the book.

WRITE



READ



SUPPORT BOOK



TIP



You will also have been sent a **Support Book** which contains information that is often useful to have at hand, for example,

- when to use capital letters
- calendar
- words in forms

It also contains a word diary so you can write in new words and have them all in the one place.

PROGRAMME 1

Starting Off



Starting Off

Programme 1: Starting Off

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Alphabet**

Sounds of Letters

Reading

To practice on: **Handwriting Practice**

Sounds of Letters

Name and Address

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Alphabet

Capital 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

Small 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

vowels

a

e

i

o

u

Sounds of Letters

A For example: Ann alphabet adult

B For example: bus bell bandage

C For example: Cork car cook

D For example: Dublin Dan danger

E For example: end engine elbow

F For example: fix fog fight



Find words with the next 2 letters in the alphabet.

1. **G** For example: go _____

2. **H** For example: home _____

Reading



Read the piece.

I am 47 years old.

I have been on grade 1
for most of my working life.

A job came up for a grade 5 worker
in the factory.

I was afraid to put in for the job
because I did not know how to read or write.

I avoided writing all my life.

As for spelling, I was very bad.

I still don't know how to spell every word
but I am learning.

So I advise you to tell all your friends
to learn how to read and write.

Christy, Bray Literacy Scheme.



Put a ✓ in the box Yes or No.

The first one is done for you.

	Yes	No
1. Christy is 47 years of age.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. He has always been good at writing.	<input type="checkbox"/>	<input type="checkbox"/>
3. He was on grade 1 at work for most of his working life.	<input type="checkbox"/>	<input type="checkbox"/>
4. He was afraid to go for a better grade.	<input type="checkbox"/>	<input type="checkbox"/>
5. He is going to classes now to help his reading and writing.	<input type="checkbox"/>	<input type="checkbox"/>

Handwriting Practice



Fill in the letters.

A	A			a	a		
B	B			b	b		
C	C			c	c		
D	D			d	d		
E	E			e	e		
F	F			f	f		
G	G			g	g		
H	H			h	h		
I	I			i	i		
J	J			j	j		
K	K			k	k		
L	L			l	l		
M	M			m	m		
N	N			n	n		
O	O			o	o		
P	P			p	p		
Q	Q			q	q		
R	R			r	r		
S	S			s	s		
T	T			t	t		
U	U			u	u		
V	V			v	v		
W	W			w	w		
X	X			x	x		
Y	Y			y	y		
Z	Z			z	z		

Sounds of Letters



Find words that start with the sounds of the letters below.

Some words are filled in.

i For example: if _____

j For example: jam _____

k For example: kick _____

l For example: live _____

m For example: me _____

n For example: name _____

o For example: on _____

p For example: put _____

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Name and Address



Name: Jane Smith

Address: 43 St. Justins Drive

Ballyfield Estate

Swords

Co. Dublin

Telephone Number: 840 XXXX



Fill in the information.

Name: _____

Address: _____

Telephone Number: _____

PROGRAMME 2

Valentine's Day



Valentine's Day

Programme 2: Valentine's Day

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Days**

Days of the Week

Cards for Special Days

To practice on: **Handwriting Practice**

Word Building

Days of the Week

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Days

Special days: St. Valentine's Day
St. Patrick's Day
Christmas Day

These words start with capital letters because they are names of special days.

Look at the word day: d -ay



Add **-ay** to the letters to make new words.

m _____	M _____
p _____	w _____
s _____	h _____

TIP

The word 'may' can be written with or without a capital letter. If it has a capital letter it means the month of May. All months are written with capital letters.



Use these words to fill in the gaps in the sentences.

way

May

pay

hay

1. I lost my _____ in the dark.
2. _____ is a lovely month.
3. I like _____ day because I go out shopping when I have been paid.
4. Make _____ while the sun shines.

TIP

Sentences begin with a capital letter and end with a full stop.

Days of the Week

The word **day** is part of the name of each day of the week.

Mon day	can be shortened to	Mon.
Tues day	can be shortened to	Tues.
Wednes day	can be shortened to	Wed.
Thurs day	can be shortened to	Thurs.
Fri day	can be shortened to	Fri.
Satur day	can be shortened to	Sat.
Sun day	can be shortened to	Sun.

The days of the week start with a capital letter.

TIP

Use the sound of the first letter to help you.

Look at the word

Sunday

This is 2 words put together:

Sun + day

Other words like this are:

to + day = today

birth + day = birthday

jig + saw = jigsaw

car + pet = carpet

pan + cake = pancake

Cards for Special Days



Read these greetings.

You are the best

I love you

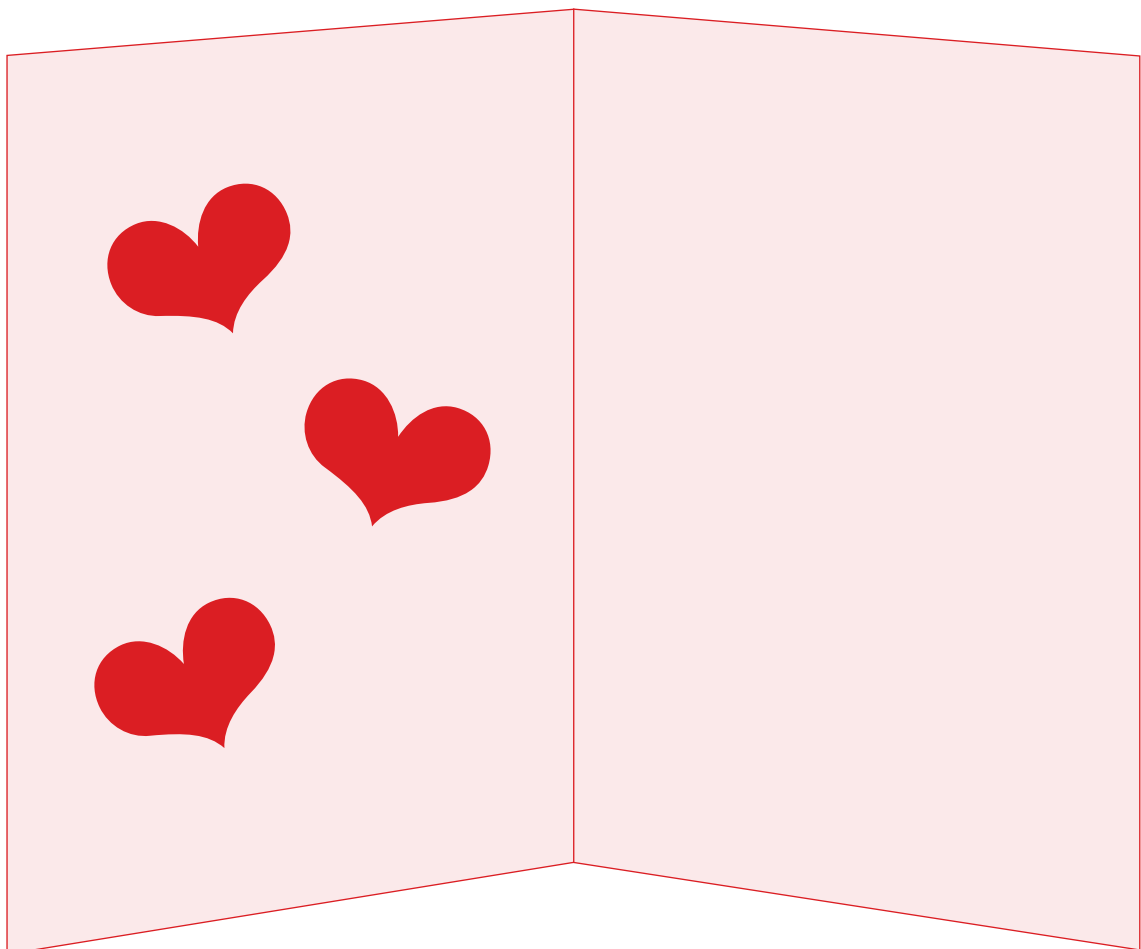
You are my Valentine

Love from

Happy Birthday



Choose a greeting and write it on the card.



Handwriting Practice



Write out these messages.

Love from

Love from

All the best

All the best

Happy Birthday

Happy Birthday

TIP

Practice writing as much as you can.

Word Building

Some words are made up of two smaller words.

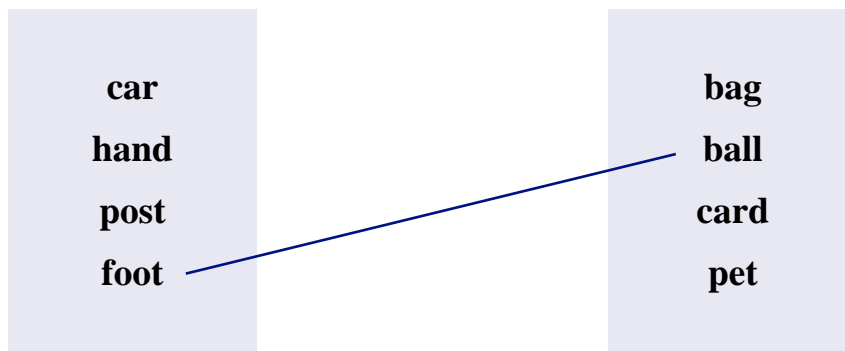
For example:

sun	+	day	=	Sunday
bed	+	room	=	bedroom
pan	+	cake	=	pancake
house	+	work	=	housework



Join the words to make new words.

The first one is done for you.



Use the words to fill in the gaps in the sentences.

1. On Saturday I play _____.
2. When I go away I send a _____ to my sister.
3. She always keeps a pen in her _____.
4. I got a new _____ in my bedroom.

Days of the Week



Fill in the letters.

M _ _ day

T _ _ _ day

W _ _ n _ _ day

T _ _ _ _ day

F _ _ day

S _ _ _ _ day

S _ _ day



Fill in the gaps with days of the week.

1. I get paid on _____.
2. _____ and _____ are the weekend.
3. _____ is the start of the working week.
4. On _____ I have a rest.
5. On _____ I go to work.
6. _____ is the middle of the week.
7. _____ and _____ start with the letter T.

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

PROGRAMME 3

Gaelic Football



Gaelic Football

Programme 3: Gaelic Football

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Working on Words**

Quiz

Word Building

To practice on: **Writing**

Wordsearch

Reading

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Working on Words

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



Put these counties in alphabetical order by putting numbers next to them. The first one is done for you.

Kerry ____

Meath ____

Cork 1 ____

Derry ____

Galway ____

TIP

The name of a county always starts with a capital letter.

Sounds of words

1. **y** often makes an **ee** sound at the end of words.

For example: **Kerry**

Derry



2. These 2 words have the same pattern of letters **-erry**

Add **-erry** to the letters to make new words.

m _____

b _____

f _____

Quiz

All Ireland Gaelic Football Finals 1989 - 1995

1989

Cork 0-17 Mayo 1-11 (Croke Park) (65,519)

1990

Cork 0-11 Meath 0-9 (Croke Park) (68,723)

1991

Down 1-16 Meath 1-14 (Croke Park) (64,500)

1992

Donegal 0-18 Dublin 0-14 (Croke Park) (64,547)

1993

Derry 1-14 Cork 2-8 (Croke Park) (64,500)

1994

Dublin 0-13 Down 1-12 (Croke Park) (58,684)

1995

Tyrone 0-12 Dublin 1-10 (Croke Park) (65,983)



Use the table to answer these quiz questions.

Put a ✓ in the box Yes or No.

The first one is done for you.

	Yes	No
1. In 1990 Cork beat Meath.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. In 1994 Dublin beat Down.	<input type="checkbox"/>	<input type="checkbox"/>
3. All the matches took place in Croke Park.	<input type="checkbox"/>	<input type="checkbox"/>
4. In 1992 more than 65,000 went to Croke Park.	<input type="checkbox"/>	<input type="checkbox"/>
5. In 1995 Dublin beat Tyrone.	<input type="checkbox"/>	<input type="checkbox"/>

TIP

1 goal = 3 points

Word Building

Root word + endings

play + er = player

play + ing = playing

play + ed = played

Add s for more than one.

For example: 1 player
2 players

Some words double the last letter when you add -ing.

For example: run → running
hit → hitting
cut → cutting



Choose a word to fill the gaps in the sentences.

players

played

playing

1. There are 15 _____ on a team.
2. Girls like _____ football.
3. I _____ football when I was young.

Writing



Look at the photo and finish these sentences.

One player is _____

The other player _____

The 2 men are _____

Useful words:

ball	match	holding
running	with	pushing
tackle	playing	kicking

Wordsearch



Find the counties in the wordsearch and put a circle around each one.

The first one is done for you.

TIP

The words are either going across or down the page.
For example CORK is going across the page.

~~CORK~~

MEATH

DERRY

DUBLIN

GALWAY

KERRY

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

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Reading



Read the piece.

The Galway v Kerry All Ireland Final September 2000

Yesterday I watched the match.

The throw-in was at 3 o'clock.

I was fully confident Galway would thrash them,
but I was wrong.

In the first half Kerry were thrashing Galway.

Every time Galway passed the ball

it landed right into the hands of a Kerry man.

Every time I looked, the Kerry players were everywhere.

When they came out for the second half

Galway snapped out of it.

The points were coming up.

Galway were coming back.

In the last few minutes Kerry were tired.

I believe that Galway could have won the match,
but they drew, 14 - 14.



Choose a word to fill in the gaps in the sentences.

player

passed

match

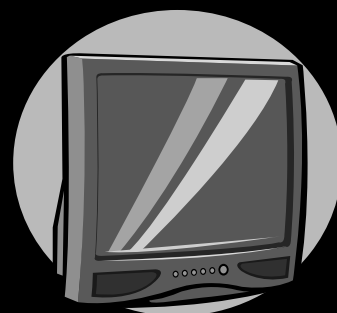
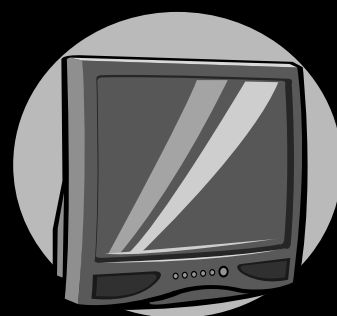
was

played

1. The throw-in _____ at 3 o'clock.
2. Every time a Galway player _____ the ball it landed into the hands of a Kerry _____.
3. In the second half Galway _____ better.
4. The _____ ended in a draw.

PROGRAMME 4

TV



Programme 4: TV

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **TV Listings**
Word Building
Interview

To practice on: **Questions on Interview**
TV Listings
Word Building

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

TV Listings



RTÉ 1

- 5.25 **SHORTLAND STREET**
- 5.55 **100 YEARS**
- 6.00 **ANGELUS**
- 6.01 **SIX ONE NEWS; WEATHER**
- 7.00 **LEARGAS**
- 7.30 **WHO WANTS TO BE A MILLIONAIRE**
- 8.00 **FAIR CITY**
- 8.30 **WHO WANTS TO BE A MILLIONAIRE**
- 9.00 **NEWS AND WEATHER**
- 9.30 **PRIME TIME**
- 10.00 **TRUE LIVES** Documentary
looking at the tragedy of the crash
of Air India flight 182.
- 11.05 **READ WRITE NOW** A series to
promote literacy among adults
- 11.30 **100 YEARS**
- 11.35 **NEWS SUMMARY; WEATHER**

NETWORK 2

- 5.25 **SABRINA THE TEENAGE WITCH** Sitcom
- 6.00 **S CLUB 7 IN LA**
- 6.30 **SISTER SISTER** Sitcom
- 7.00 **HOME AND AWAY**
- 7.30 **PORRIDGE** Sitcom
- 8.05 **THAT 70s SHOW** Sitcom
- 8.35 **NEWS 2; WEATHER**
- 8.40 **SPIN CITY** Sitcom
- 9.05 **FILM**
UNFAITHFULLY YOURS
(1994) Romantic comedy

- 10.50 **NEWS 2; WEATHER**
- 11.15 **BRUISER** Comedy series



Put a ✓ in the box Yes or No.

The first one is done for you.

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. 'Fair City' starts at 8.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. 'Who wants to be a Millionaire?' is on RTÉ 1. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The News on Network 2 is at 6.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The film on Network 2 starts at 9.05 | <input type="checkbox"/> | <input type="checkbox"/> |

Word Building

Who Wants to be a Millionaire

1. Look at the word **who**.



Put the word 'who' into the spaces in these sentences.

_____ presents the show?

_____ is on the show tonight?

Other words starting with **wh** are: **what**
when
where
why

TIP

These words often ask a question and the sentence ends with a question mark **?**

2. Look at the word **Millionaire**

root word + ending
↓ ↓
million aire



Put the word million into the gaps in these sentences.

1. Thanks a _____.

2. She won a _____ pounds.



Who Wants to be a Millionaire

Interview with Gay Byrne

It is a fantastic quiz.

The show is seen each week by 39 million people all over the world.

It is done in exactly the same way all over the world because that is the way it works.

They tested it over and over again, and they found out that this is the way it works.

There is a bank of 2,500 questions from very easy to very difficult.

Everything is done on computer.

The first T.V. quiz show that gave away money was

The 64 Million Dollar Question. That was in America in the 1950's.

Quizzes of all kinds are very popular in Ireland and that is one reason why this show will do well.

Adapted from RTÉ Guide.



Questions on Interview



Choose words from the list to fill the gaps in the sentences.

The first one is done for you.

America
countries

~~million~~
presented

enjoy
because

first

1. *Who Wants to be a Millionaire* is seen by 39 million
people in many different _____.
2. The show is _____ in the same way all over the
world _____ that is the way it works.
3. The _____ country to present a T.V. quiz show that
gave away money was _____ in the 1950's.
4. People in Ireland _____ all kinds of quizzes.

TIP

Contact the tutor support line at **1800 20 20 65** for help
with this worksheet.

TV Listings



RTÉ 1

- 6.00 The Angelus**
- 6.01 Six One News and Weather**
followed by
News for the Deaf
- 7.00 Leargas**
- 7.30 Who Wants to be a Millionaire**
- 8.00 Fair City**
- 8.30 Who Wants to be a Millionaire**
- 9.00 News and Weather**
- 9.30 Prime Time**
- 10.00 True Lives**
Faith, Hope and Plastic.
- 11.05 Read Write Now**
A series to promote literacy skills and awareness.
- 11.35 100 years**

NETWORK 2

- 6.00 S Club 7 in LA**
- 6.30 Sister Sister**
Teen drama with twin sisters.
- 7.00 Home and Away**
- 7.30 Popular**
- 8.20 Top 30 Hits**
Best selling Irish singles.
- 8.35 News 2 and European Weather**
followed by
That 70's Show
Comedy series
- 9.00 Film: Predator**
(198? action)
- 11.00 News 2 and Weather**
- 11.35 Game On**
Comedy series



Answer the questions.

1. What is on Network 2 at 7.00? _____
2. What time is 'Read Write Now' on RTÉ 1? _____
3. What show starts at 7.30 on RTÉ 1? _____
4. There is a film on Network 2 at 9.00. What is it called? _____
5. What would you choose to watch?
I would watch _____ on _____
at _____.

Word Building

The word **lifeline** is made up of 2 words.

life + **line**

Take the **l** off the start of the word **line**.

l **-ine**



Add **-ine** to the letters to make new words.

w _____

d _____

f _____

m _____

p _____



Choose 2 of the words and use them in a sentence.

1. _____

2. _____

PROGRAMME 5

Cars



Cars

Programme 5: Cars

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Reading Car Adverts**

Useful Words

Filling in Forms

To practice on: **Working on Words**

Word Building

Alphabetical Order

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Reading Car Adverts

FORD FIESTA	1993 50k. miles, silver, good cond. £2,000 o.n.o.
HONDA CIVIC	1995 51k. miles, silver, alarm, v. good cond. Must be seen. Bargain £4,500.
MAZDA 626 GLX	1990 7 seater estate. Just passed NCT. Good cond. £1,500.
TOYOTA CARINA	Diesel 1996 60k. miles, black, one owner, alarm. £8,250.
VOLVO S40	1999 39k miles, black, alloy wheels. V. good cond. Must be seen. £15,000 o.n.o.



Which car would suit these people?

1. Family with 4 children, aged 2 to 10. They have £1,500 to spend on a car. They will be able to fix it if there are problems.

2. Retired couple with £2,000.

3. Single man in his 30's with a good income. Needs a reliable car.

TIP

The following words are shortened:

- k.** = **thousand**
o.n.o. = **or nearest offer**
v. = **very**
N.C.T. = **National Car Test**

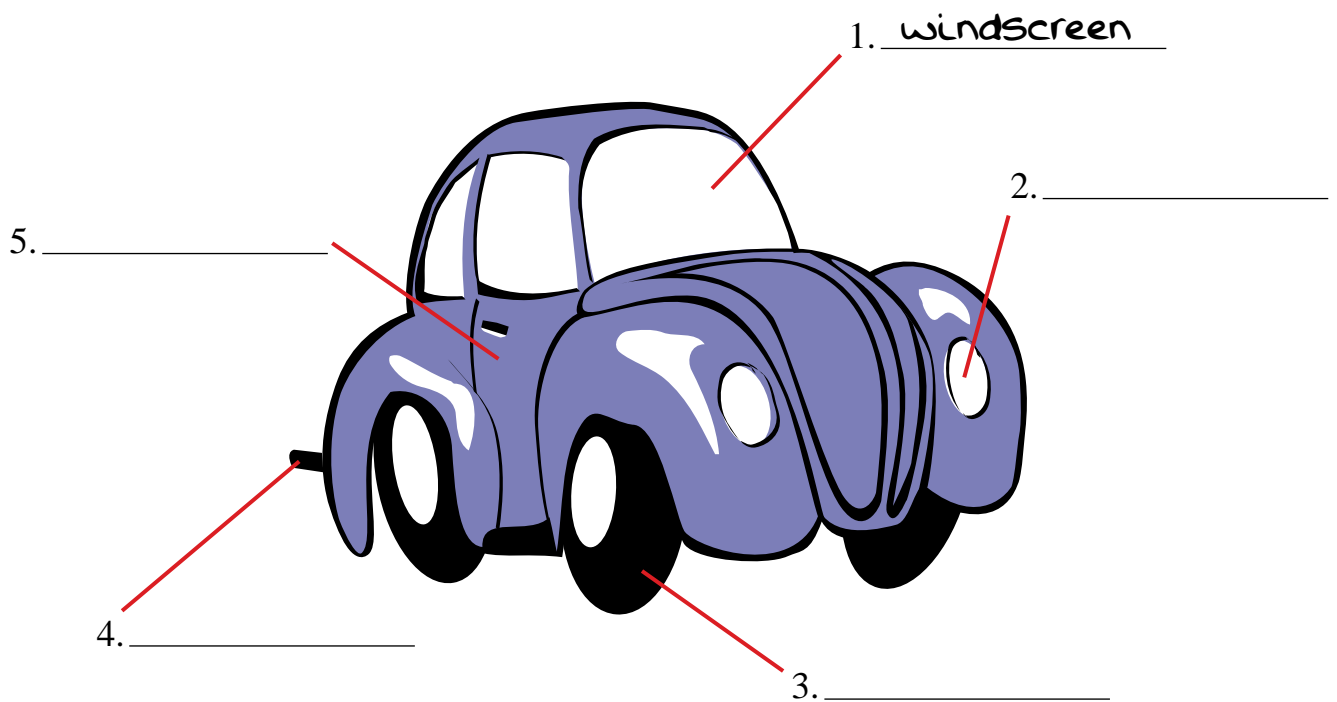
Useful Words

Here are some useful words to do with cars.

wheel	brakes	door
steering	front	engine
lights	exhaust	mirror
windscreen	wipers	tyres



Fill in the parts of the car in the gaps.



Look at this word pattern:

light
night
right

Filling in Forms



Fill in this form.

CAR INSURANCE

Please use BLOCK CAPITALS.

Surname _____

First Name(s) _____

Address _____

Age (Tick the box) 18 to 25 25 to 35 35 to 65 Over 65
☐ ☐ ☐ ☐

Details of Car

Make _____

Model _____

Registration number _____

Signature: _____ Date: _____

TIP

Signature is signing your own name.

Working on Words



Choose a word to fill in the gaps in the sentences.

lights

engine

windscreen

brakes

mirror

wipers

1. To pass the National Car Test the b _____ and
l _____ must work well.
2. The stone hit the w _____ and broke it.
3. The e _____ was still good after 100,000 miles.
4. Look in the m _____ before you stop.
5. In the rain you need good w _____.

Word Building

Words with the pattern - ight



Add -ight to the letters to make new words.

s _____

m _____

f _____

n _____

l _____

fr _____

br _____

r _____



Choose a word from the list above to fill in the gaps in the sentences.

1. On my car the _____ on the left works better than the one on the _____.
2. My eye _____ is not good at _____.
3. There was a _____ in the street last _____.
It gave me a _____ but no one was hurt.
4. I _____ go out on Saturday.
5. When the sun shines the world looks _____.

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Alphabetical Order

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



Circle the word that comes first in alphabetical order.

The first one is done for you.

1. a) wheels
b) brakes
c) engine
2. a) car
b) van
c) bike
3. a) MAZDA
b) FORD
c) TOYOTA
4. a) rear
b) steering
c) mirror
5. a) light
b) night
c) right

PROGRAMME 6

Weekends Away



Weekends Away

Programme 6: Weekends Away

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Writing the Date**
Reading the Calendar
Sending a Postcard

To practice on: **Sending a Postcard**
Reading
Questions on Reading

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Writing the Date

St. Valentine's Day is February 14th.

St. Patrick's Day is March 17th.

Christmas Day is December 25th.

Months of the year

1.	January	can be shortened to	Jan.
2.	February	can be shortened to	Feb.
3.	March	can be shortened to	Mar.
4.	April	can be shortened to	Apr.
5.	May		May
6.	June	can be shortened to	Jun.
7.	July	can be shortened to	Jul.
8.	August	can be shortened to	Aug.
9.	September	can be shortened to	Sept.
10.	October	can be shortened to	Oct.
11.	November	can be shortened to	Nov.
12.	December	can be shortened to	Dec.

There are different ways of writing the date.

For example: March 17th 2001

Mar. 17th 2001

17/3/2001

17/3/01

17-03-01



Write out this date in two different ways.

Jan. 1st 2002 _____

Reading the Calendar

MARCH						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Public Holiday	20	21	22	23	24	25
26	27	28	29	30	31	



Use the calendar to fill in the gaps in the sentences.

For example: The 4th of March is a Sunday.

1. This year March 17th is a _____.
2. The Public Holiday is on Monday March _____.
3. March 28th is a _____.

Most dates are written with 'th' after the number.

For example: 4th, 10th, 18th, 25th

Some dates are different.

1st 21st 31st
2nd 22nd
3rd 23rd

1st	11th	21st	31st
2nd	12th	22nd	
3rd	13th	23rd	
4th	14th	24th	
5th	15th	25th	
6th	16th	26th	
7th	17th	27th	
8th	18th	28th	
9th	19th	29th	
10th	20th	30th	

Sending a Postcard



Look at this postcard.

<p>17/3/01</p> <p>Dear Shane and Ann, How are you and the family? We are having a short break in Galway. The city looks good as usual. Great buzz everywhere. Pity about the weather. See you soon Love, Mary</p>	<div></div> <p>ADDRESS</p> <p>Shane and Ann Connolly, 142 Park Road, Tullamore, Co. Offaly.</p>
---	---



Fill out this postcard.

	<div></div> <p>ADDRESS</p> <p>_____ _____ _____ _____ _____</p>
--	---

Sending a Postcard



Write a postcard to a friend.

Useful words

break

nightlife

friends

holiday

walking

weather

family

visit

weekend

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Reading



Blaine was all done up like a dog's dinner.
He was wearing his tan suit, with a lime green shirt.
A purple handkerchief flowed from the top pocket.
His shoes were black and laced,
his chin was shaved.
He was calling on one million pounds.

It was a beautiful June day as he hurried along.
The Carey building was huge,
like a giant mushroom against the sky.
Twelve steps up, swing doors.
A girl who looked as if she had been shined all over
sat behind a desk.
Blaine spoke to her in hushed tones.

From Sad Song
by Vincent Banville



Questions on Reading



Put a ✓ in the box Yes or No.

The first one is done for you.

	Yes	No
1. Blaine was done up like a dog's dinner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. He went up 10 steps.	<input type="checkbox"/>	<input type="checkbox"/>
3. He was wearing a red shirt.	<input type="checkbox"/>	<input type="checkbox"/>
4. Blaine shouted at the girl.	<input type="checkbox"/>	<input type="checkbox"/>
5. It was the summer.	<input type="checkbox"/>	<input type="checkbox"/>



Put these words into alphabetical order.

tan	black	green	purple	lime
-----	-------	-------	--------	------

1. _____
2. _____
3. _____
4. _____
5. _____

TIP

Check the order of first 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

PROGRAMME 7

Health and Fitness



Health and Fitness

Programme 7: Health and Fitness

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Reading a Leaflet**
Working on Words
Filling in Forms

To practice on: **Questions on Leaflet**
Working on Words
Filling in Forms

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Reading a Leaflet



NEW FITNESS CENTRE

NOW OPEN

**COME ALONG
GET FIT**



Fully-equipped gym

Swimming pool

Advice on fitness

Personal trainer

OPEN EVERY DAY

Mon. to Fri. 9 a.m. to 9 p.m.

Sat. 9 a.m. to 10 p.m.

Sun. 11 a.m. to 9 p.m.

Phone 878 XXXX

or

come along to

**Sun Fitness Centre
River View
off Main Street**

Working on Words

1. Sounds

Before e or i the letter c makes a **soft s** sound

For example: centre advice exercise

2. Breaking up Words

Words can be broken into parts or syllables.

A syllable is the smallest part of a word which can be said on its own.

For example: The word fitness has 2 syllables fit ness
 centre also has 2 syllables cen tre
 personal has 3 syllables per son al

TIP

Each syllable or part of a word has a vowel or y.



Break these words into syllables. The first one is done for you.

trainer train er

advice _____

swimming _____

exercise _____

along _____

TIP

A syllable can be one letter. For example: **o **pen****

Filling in Forms



SUN FITNESS CENTRE

BEFORE YOU START PLEASE FILL IN THE FORM BELOW



1. Age _____ years

2. Height _____

3. Weight _____

4. Why do you want to attend the fitness centre?

General fitness ☐

Lose weight ☐

Get fit after illness ☐

Get fit for sport ☐

5. Do you smoke? Yes ☐ No ☐

If yes, how many per day? 1 - 5 ☐ 5-10 ☐

10-20 ☐ over 20 ☐

6. Do you take any regular exercise?

Swimming ☐

Walking ☐

Jogging ☐

Other _____

Questions on Leaflet

SUN FITNESS CENTRE



Read the leaflet on page 55 and answer these questions.

1. What time does the centre open on a Tuesday? _____
2. What time does it close on a Saturday? _____
3. Is the centre open on Sundays? _____
4. Can you get advice on fitness at the centre? _____
5. Is there a swimming pool? _____

Working on words



Break these words into syllables.

Saturday (3) _____

fitness (2) _____

Tuesday (2) _____

Working on Words



Break these words into syllables.

exercise (3) _____

walking (2) _____

leaflet (2) _____



Choose words from the list to fill in the gaps in the sentences.

fitness

Saturday

Thursday

leaflet

walking

1. I like _____ and swimming.
2. On _____ night I go out.
3. I read the _____ to find out about the new centre.
4. On _____ I do my shopping.
5. The new _____ centre is open every day.



Put these words into the right order to make a sentence.

I on fitness go the Tuesday centre to

TIP

Sentences begin with a capital letter and end with a full stop.

Filling in Forms



SUN FITNESS CENTRE

Name _____

Address _____

Date of birth _____

2. Age group 18 - 25 ☐

25 - 40 ☐

40 - 50 ☐

over 50 ☐

3. Male ☐ Female ☐

4. Do you smoke Yes ☐ No ☐

PROGRAMME 8

Shopping



Shopping

Programme 8: Shopping

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Shopping for Food**

Using a Dictionary

Filling in Forms

To practice on: **Wordsearch**

Writing

Working on Words

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Shopping for Food

LIST

tea
coffee
bread
cake
Weetabix
butter
cheese
milk
chicken
fish
apples
bananas
carrots
cabbage
potatoes

Sounds

sh

shopping

shelf

shirt

shoes

ch

cheese

chicken

chips

choose

Using a Dictionary

Alphabetical order

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

In a dictionary words are listed in alphabetical order as follows:

1. Order of first letters.
2. When the first letters are the same, look at the second letter.
For example: **b**ananas **b**iscuits **b**read **b**utter
3. When the first and second letters are the same, look at the third letter.
For example: **cab**bage **car**rots



1. Circle which word comes first in a dictionary.

butter potatoes apples tea

2. Under c in a dictionary, circle which word comes first.

cheese coffee cabbage

3. Under ca in a dictionary, circle which word comes first.

carrots cabbage cake



Use support book.

Filling in Forms



SUPER STORES CLUB CARD

APPLICATION FORM

SURNAME

FIRST NAME

ADDRESS

HELP US TO INFORM YOU OF SPECIAL OFFERS
BY COMPLETING THE FOLLOWING:

NO. IN HOUSEHOLD _____

AGE RANGE _____ TO _____

TEL. _____

Tick this box if you **do not** want information from other stores. ☐

SIGNATURE: _____

DATE: _____

TIP

Words can be shortened. For example no. = number

Tel. = telephone

Wordsearch



Find these words in the wordsearch and put a circle around each one.

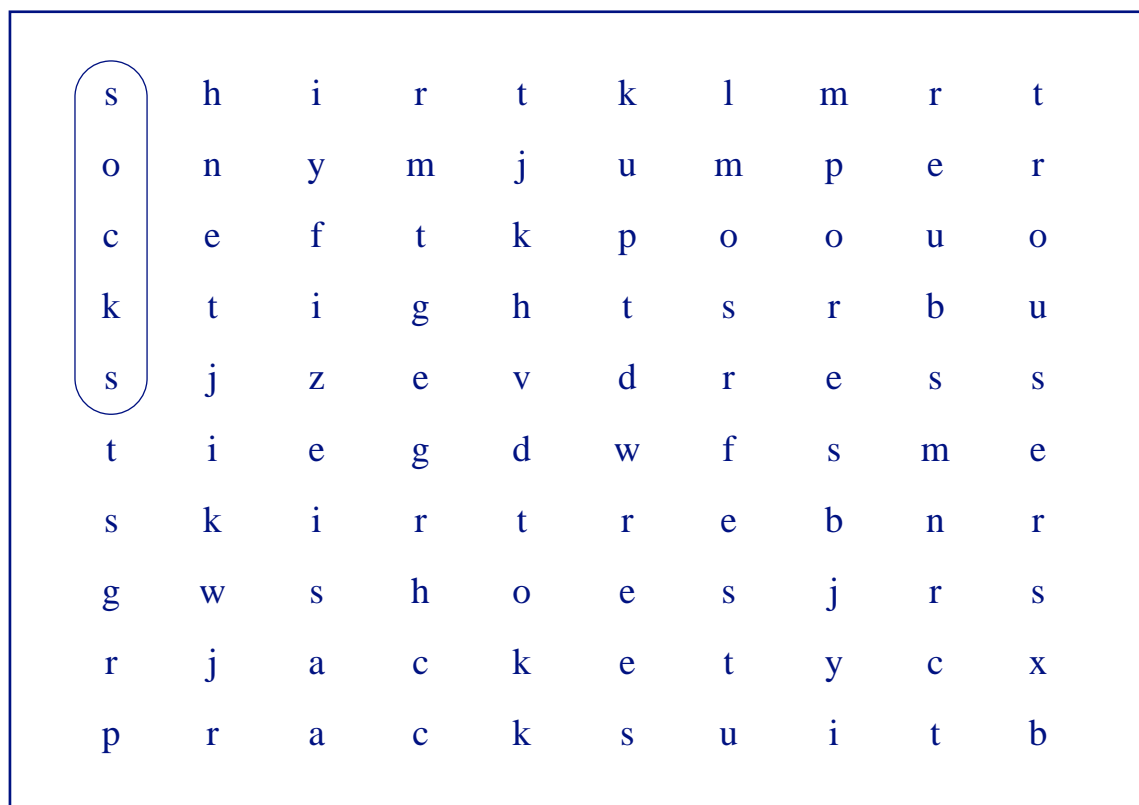
The first one is done for you.

TIP

The words are either going across or down the page.

For example socks is going down the page.

socks	shirt	jumper	tie	skirt
shoes	jacket	suit	trousers	dress



TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Writing



I like shopping for _____

_____ but I do not like _____

Shopping is _____

On Saturdays I _____

At Christmas the shops _____

When I was a child _____

Useful words

hate

toys

money

cost

buy

always

food

clothes

town

music

TIP

Sentences begin with a capital letter and end with a full stop.

Working on Words

1. Using a dictionary

Words in a dictionary are in alphabetical order.

For example: Words starting with the letter t come near the end of the dictionary because t is near the end of the alphabet.



Put these words into alphabetical order.

tie trousers tights tracksuit tops

1. _____
2. _____
3. _____
4. _____
5. _____

TIP

When the first and second letters are the same, check the third letter.

2. Syllables



Break these words into syllables.

coffee _____ _____

potatoes _____ _____ _____

bacon _____ _____

Weetabix _____ _____ _____

PROGRAMME 9

Memories



Memories

Programme 9: Memories

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Working on Words**

Reading

Spelling

To practice on: **Reading and Questions**

Writing

Looking Back

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Working on Words

1. Syllables

The word **memories** has 3 syllables.

mem / or / ies

2. Word endings

We have one memory but many memories.

When there is more than one memory, the ending changes.

The endings of these words change in the same way.

one story	→	two stor ies
one family	→	two famil ies
one city	→	two cit ies
one county	→	two count ies



Choose a word from this page to fill in the gaps in the sentences.

- The old man had a very good _____.
- In Dublin a hundred years ago many _____ lived in one building.
- There are many _____ about the old days.



Write memory in your word diary in your support book.

Reading



Not Just for Christmas by Roddy Doyle

They were never apart, the Murphy brothers. Jimmy was a year older than Danny, so they weren't twins. But they were like twins. Everybody said it. Their parents, their sisters, the neighbours. They all said it. Even the O'Connor sisters down the road said it, and they were twins.

It wasn't just because they were always together. There was more to it than that. They didn't have to speak to each other. That was it. One brother always knew what the other one wanted or needed. Danny would pass the salt to Jimmy just before Jimmy put his hand out for it. Danny would pass the ball to Jimmy without having to look first.

They were never apart. Through primary school and secondary school, they were always side by side. Games, gangs, football, girls, Guinness - they discovered them all together. They both got Lego from Santa. They both got their first kiss from the same girl. (Mind you, so did every other boy in the parish). They got drunk together the first time. They shared the same hangover the next morning. They shared their money. They shared their clothes. They shared their lives.



Put a ✓ in the box Yes or No.

The first one is done for you.

	Yes	No
1. Danny was older than Jimmy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Everyone said they were like twins.	<input type="checkbox"/>	<input type="checkbox"/>
3. They understood each other very well.	<input type="checkbox"/>	<input type="checkbox"/>
4. They never played with Lego.	<input type="checkbox"/>	<input type="checkbox"/>
5. They never shared anything.	<input type="checkbox"/>	<input type="checkbox"/>

Spelling

A way to remember how to spell a word

LOOK at the word carefully.

SAY it to yourself.

Try to picture it in your mind.

COVER the word and **WRITE** it down a few times without checking it.

This helps you to get the feel of the word.

CHECK to see if you are spelling it right.

If it is right, well done. If not, keep trying and remember to go back over it often.

TIP

Learning to picture a word in your mind is a good way of remembering the spelling.



Choose 2 words you want to learn and try out this way of remembering the spellings.



Put the words in your word diary in your support book.

Reading and Questions



Read the piece.

GOING FORWARD

I remember when I was bringing my children to school, I would look up at the sign for Adult Education and I would say to myself 'When Amy starts school I am going to start school too'.

So I took a deep breath, even though my knees were shaking and I climbed the stairs, and I went in.

Everyone was so nice and friendly that I felt at ease. Everyone was there for the same reason. We wanted to learn and to put all our bad experience of school behind us.

I know I made the right decision in coming back and will always be glad that I did. Now when my children need help with their homework I don't have to say 'Wait till your father comes home'. Now I can help.

Bernie, Tallaght.



Choose a word to fill in the gaps in the sentences.

happy

at

very

was

school

with

she

decided

1. When Bernie was bringing her children to _____ she used to look _____ the sign for adult education.
3. At first she _____ nervous but everyone was _____ friendly so she soon settled in.
4. Now she is _____ that she _____ to go to adult education.
5. She is glad that _____ can now help her children _____ their homework.

Writing



A funny memory

My best memory

A person I remember

Useful words

child

laughed

think

when

time

change

young

old

mother

back

man

woman

father

brother

sister

lived

Looking Back



Fill in the gaps in the sentences.

1. The first month of the year is _____.
2. My birthday is in _____.
3. Christmas is in _____.
4. I get my holidays in _____.



Write **today's date** in 2 different ways.

1. _____
3.



Write down 2 words that you want to learn to spell.
Check the spelling in a dictionary or ask somebody.

1. _____
2. _____

TIP

Use the **LOOK, COVER, WRITE, CHECK** way to help your spelling.

PROGRAMME 10

Work Related



Work Related

Programme 10: Work Related

There are 6 worksheets for each programme. The first 3 worksheets are used as you listen to the programme. The other 3 worksheets are for you to practice on later.

They include:

To use during the programme: **Reading a Memo**
Word Building
Accident Report

To practice on: **Reading Signs**
Keeping a Diary/Notes
Reading a Notice

Symbols

WRITE



READ



SUPPORT BOOK



TIP



For help with the worksheets

Contact the tutor support line at **1800 20 20 65**

and

use the support book.

Reading a Memo



Read the memo.

MEMO

From: Margaret Duffy

To: all staff

From Thurs. 5th April all overtime payments will be made monthly.

Claims for overtime must be made on the overtime form. Completed forms to be given to the section supervisor by the last Thursday of the month.

All overtime to be agreed with supervisor beforehand.

Contact John Kelly if you have any questions about this change.



Put a ✓ in the box Yes or No.

The first one is done for you.

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| 1. The memo is only for some of the staff. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. It is about how to claim pay for overtime. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Overtime pay is claimed by filling in a form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. They do not need to check with anyone
before they do overtime. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The forms have to be given in every Friday. | <input type="checkbox"/> | <input type="checkbox"/> |

Word Building

Word endings

Look at the word **section**.

This can be broken into 2 syllables. sec / **tion**

The letters **-tion** at the end of a word make the sound 'shon'.



Add -tion to complete these words.

sec _____

ac _____

sta _____

elec _____

collec _____



Use the words above to fill in the gaps in the sentences.

1. The supervisor in your _____ has to sign the form.
2. The bus goes from the bus _____.
3. Who won the _____ for the council?
4. What _____ did you take when the girl cut her finger?
5. We had a _____ for the girl who had the accident.

Accident Report



Fill in the accident report.

Date of accident	_____
Time of accident	_____ a.m./p.m.
Place	_____
What happened	_____ _____
Action taken	_____ _____
Signed	_____
Section	_____
Date	_____

Here are some examples.

What happened Martin O'Neill cut his hand on the machine.

Mrs. Byrne tripped over a box and burned her hand on the heater.

Action taken The machine was stopped. Martin was taken to the hospital.

First aid treatment given and boxes cleared away.

Reading Signs



Match the signs to the words.

The first one is done for you.



DO NOT ENTER



**HELP WITH READING
AND WRITING**



WAY OUT



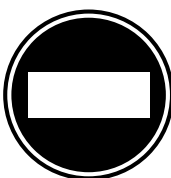
POISON



USE A WARM IRON



FIRST AID



DANGER - FIRE RISK

Keeping a Diary/Notes



Fill in a date and a note for each day.

Use the list below or write your own.

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

Useful Words

Doctor 3 o'clock

Visit Mr. Daly 10 a.m.

Dog to vet.

Start work 7 a.m.

Shopping

Do Mrs. Ryan's garden

Day off

Overtime worked - 6 to 10 p.m.

TIP

Contact the tutor support line at **1800 20 20 65** for help with this worksheet.

Reading a Notice



NOTICE IMPORTANT

STAFF MEETING

ABOUT OVERTIME AND OTHER CHANGES

DATE: Tuesday March 20th

PLACE: Canteen

TIME: 1.30 p.m.

ALL MUST ATTEND



Read the notice and answer the questions.

1. Where is the meeting? _____
2. Who is it for? _____
3. What day is it? _____
4. What is it about? _____



National Adult Literacy Agency
76 Lower Gardiner Street
Dublin 1

TEL: (01) 855 4332

FAX: (01) 855 5475

EMAIL: literacy@nala.ie

WEBSITE: www.nala.ie

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