

READ WRITE NOW

learner support book



NALA

supporting the TV series

Copyright © 2000 National Adult Literacy Agency

ISBN 1-871737-06-0

Published by: National Adult Literacy Agency (NALA)
76 Lower Gardiner Street
Dublin 1
Telephone: (01) 8554332
Fax: (01) 8555475
Webpage: www.nala.ie
e-mail: literacy@nala.ie

Writers: NALA with acknowledgement to Pauline Hensey and Heather Toomey.

Design: Laura Neumann Design

Print: Genprint

Permission is given to reproduce parts of this publication for educational purposes only. Any other users must seek permission to reproduce material through the publishers.

Contents

Introduction	3
Alphabet A - Z	5
Alphabetical Order	6
Using the Dictionary	7
100 Most Common Words	9
Calendar	11
Sentence Structure: Verbs	14
Nouns	15
When to Use Capital Letters	16
Full Stop	17
Numbers in Words	18
Formats: Words Used in Forms	19
Writing a Note/Memo	21
Letter Layout - Formal	22
Letter Layout - Informal	23
Spelling Tips	24
How to Use Your Word Diary	26
Personal Dictionary (My Words)	27 - 52

Introduction

This Learner Support book accompanies the Learner Workbook. Both books support the TV series, Read Write Now.

This book contains useful information when improving your reading and writing, for example:

- when to use capital letters
- how to use a calendar
- common words used in forms.

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

TIP

The **TIP** symbol is used in this book to point out important learning tips.

TV Series

RTÉ 1 will show the Read Write Now TV series on **Tuesday nights** from 26th September 2000 at **11 p.m.** Each programme will be repeated the following morning at 10.05 a.m. on RTÉ 1.

Freephone Tutor Support Line

The freephone tutor support line number is **1800 20 20 65**. Literacy tutors are available to answer calls from Monday to Saturday, 10 a.m. to 4 p.m. The freephone line will be open from Monday 4th September until mid-December 2000. The tutors will answer any questions you may have, or help you with any problems. It is a free and confidential service.

Local VEC 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 our

freephone line at **1800 20 20 65**
(Monday to Saturday 10 a.m. - 4 p.m.)

or

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

Alphabet A-Z

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

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

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

It is useful to know alphabetical order when trying to find a number in the phone book or look up a word in the dictionary.

Surnames starting with the letter **A** in the phonebook will come first, followed by those starting with the letter **B** and so on.

For example: **A**dams, **B**yrne ... **M**cDonald, **N**eill, **O**'Reilly ... **Y**oung

When words begin with the same letter then their second letters are used to put them into alphabetical order.

For example: We would find

builder

baker

beautician

written in alphabetical order in the local directory as

baker

beautician

builder

When the first two letters of a group of words are the same we look at the third letter to put the words into alphabetical order.

For example: our local directory would have

butcher, builder, and business

listed as:

builder, business, and butcher

Using the Dictionary

A **dictionary** is a book containing the words of a language, alphabetically arranged, with their meanings.

For example: apple, bread, cake ... leam, man, nose ... yard, zoo

There are **guidewords** on the top of each page. The guideword on the **left** is the first word on the page. The guideword on the **right** is the last word on the page.

For example:

cook

cooler

cook, -v. 1 to prepare (food). 2 to alter.
3 make false (accounts, etc.)

cooler, -n. A cooler is a container for keeping something cool, especially drinks.

Using the Dictionary

These **numbers** show the different meanings of the word.

For example:

3 different meanings of a word

cook, -v.

1 to prepare (food)

2 to alter

3 make false (accounts, etc.)

The **part of speech** (for example, noun, verb or adjective) is usually shortened.

n.	=	noun
v.	=	verb
adj.	=	adjective
adv.	=	adverb
pron.	=	pronoun

For example:

cook, -v.

1 to prepare (food)

2 to alter

3 make false (accounts, etc.)

→ the part of
speech here
is a verb

100 Most Common Words

These words make up, on average, $\frac{1}{2}$ of all reading.

a	has	in
I	if	of
it	like	to
the	made	as
all	me	but
be	my	had
for	now	him
his	only	one
on	other	they
so	right	you
with	some	back
an	then	big
before	two	came
call	well	could
come	what	down
do	which	get
from	and	

100 Most Common Words

her	he	here
into	is	just
little	that	look
make	was	more
much	at	must
no	are	new
off	have	old
or	not	our
out	said	over
see	we	she
their	about	them
there	been	this
up	by	want
went	can	were
when	did	where
will	first	who
your	go	

This list was written by Edward Dolch, University of Illinois.

Calendar

7 days in the week

Monday	can be shortened to	Mon.
Tuesday	can be shortened to	Tues.
Wednesday	can be shortened to	Wed.
Thursday	can be shortened to	Thurs.
Friday	can be shortened to	Fri.
Saturday	can be shortened to	Sat.
Sunday	can be shortened to	Sun.

12 months in the year

January	can be shortened to	Jan.
February	can be shortened to	Feb.
March	can be shortened to	Mar.
April	can be shortened to	Apr.
May	can be shortened to	May
June	can be shortened to	Jun.
July	can be shortened to	Jul.
August	can be shortened to	Aug.
September	can be shortened to	Sept.
October	can be shortened to	Oct.
November	can be shortened to	Nov.
December	can be shortened to	Dec.

TIP

The days of the week and months of the year all begin with a capital letter.

Calendar

A calendar can sometimes look like this

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
						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					

Or like this

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

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

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

There are some exceptions.

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	

Calendar

Dates are often written like this.

For example: 21st November 2000

16th March 2001

Dates can be written in other ways.

For example: 21st Nov. 2000

16th Mar. 2001

or

21/11/2000 or 21/11/'00

16/3/2000 or 16/3/'01

TIP

30 days has September, April, June and November. All the rest have 31 days except February, once in four when it has one day more.

Sentence Structure: Verbs

A verb is an *action* word.

For example: Mary **walks** in the park.

The swimmer **dives** into the pool.

The time of a verb is known as a tense.

There are 3 tenses: the **present tense**

the **past tense**

the **future tense**

1. The **present** tense is used for actions happening now.

For example: I am hungry and I want to eat now.

We are reading this book together.

The concert is in the RDS.

2. The **past** tense is used for actions that have taken place.

For example: I was sick yesterday so I didn't go to work.

She went to the cinema.

The film was rubbish.

3. The **future** tense is used for actions that will happen.

For example: I will go and book the holiday tomorrow.

The hospital will ring on Tuesday.

They will go to the races next Sunday.

Sentence Structure: Nouns

A noun is a name of an object or thing.

There are different types of nouns:

1. Common nouns
2. Proper nouns

1. **Common nouns** - objects around us without a special name.

For example: The **letter** arrived yesterday.

 We saw their new **couch**.

 They are playing with the **dog**.

2. **Proper nouns** - name given to a particular person or place.

All proper nouns begin with a capital letter.

For example: **Mary** and **John** are on holidays.

 I am watching **Eastenders**.

 The **River Liffey** flows through **Dublin**.

Sentence Structure: When to Use Capital Letters?

1. At the beginning of every sentence.

For example: **T**he sun is shining.

2. For the letter **i** when it refers to yourself.

For example: **I** am going home when **I** am ready.

3. For the first letter of

- **names of people**

For example: **J**ames, **S**andra, **D**oyle, **O**'Brien

- **names of places**

For example: **O**'Connell Street, **G**alway, **A**ustralia

- **the title of a person**

For example: **M**r., **M**rs., **M**s., **D**r., **F**r., **S**r.

- **days of the week and months of the year**

For example: **W**ednesday, **S**aturday, **J**uly, **D**ecember

- **names of books, songs, films, newspapers**

For example: **A**ngela's **A**shes, **E**astenders,
Irish **I**ndependent

- **shortened words or abbreviations**

For example: **E.S.B.**, **R.T.É.**, **A**ve.

Sentence Structure: Full Stop

A full stop goes at the end of every sentence.

For example: Darren has to go to the hospital for a check-up.

Dissolve the jelly in $\frac{1}{2}$ pint of boiling water.

Conor filled in a competition form at the races.

The full stop may also be used to shorten words.

For example:	Mr.	is short for	Mister
	Dr.	is short for	Doctor or drive
	Ave.	is short for	Avenue
	Co.	is short for	County
	Wed.	is short for	Wednesday
	Sept.	is short for	September
	R.T.É.	is short for	Radio Telefis Éireann
	A.I.B.	is short for	Allied Irish Bank

TIP

A sentence always begins with a capital letter and ends with a full stop.

Numbers in Words

1	one	21	twenty-one
2	two	29	twenty-nine
3	three	30	thirty
4	four	31	thirty-one
5	five	39	thirty-nine
6	six	40	forty
7	seven	41	forty-one
8	eight	49	forty-nine
9	nine	50	fifty
10	ten	51	fifty-one
11	eleven	59	fifty-nine
12	twelve	60	sixty
13	thirteen	61	sixty-one
14	fourteen	69	sixty-nine
15	fifteen	70	seventy
16	sixteen	71	seventy-one
17	seventeen	79	seventy-nine
18	eighteen	80	eighty
19	nineteen	81	eighty-one
20	twenty	89	eighty-nine
		90	ninety
		91	ninety-one
		99	ninety-nine
		100	one hundred

Formats: Words Used in Forms

Surname is your second name

For example: Byrne, Murphy, Ryan

Christian name is your first name

For example: Mary, John, Peter

Address

For example: 203 Peter's Avenue

Telephone Number

For example: 01-843xxxx (home)

Date of Birth (D.O.B.)

For example: 2nd December 1956

or

02 / 12 / '56

or

<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="6"/>
Day		Month		Year			

Nationality is belonging to a certain country

For example: Irish, Welsh

Country/Place of Birth

For example: Ireland, England, U.S.A

Sex

For example: F M or Male Female

RSI (Revenue and Social Insurance) Number is the number you use for the tax and social welfare offices

For example: 1234567A

Formats: Words Used in Forms

Other questions you can find on a form are:

Please tick ✓ appropriate box

Married Single Widowed Separated

Occupation is your job. For example: Office Assistant, Butcher
or

Please tick ✓ appropriate box

Employed Person Self-employed person
Unemployed Pensioner
Student Other, please state _____

Dependants are your children under a certain age (usually 18).

Surname	Forenames	Date of Birth	Sex	Place of Birth

You are often asked to sign and date a form at the end.

Signature _____

Date _____

Formats: Writing a Note/Memo

There are different kinds of notes/memos.

1. Personal note to yourself

Ring builders
Collect photos
Post office - TV licence

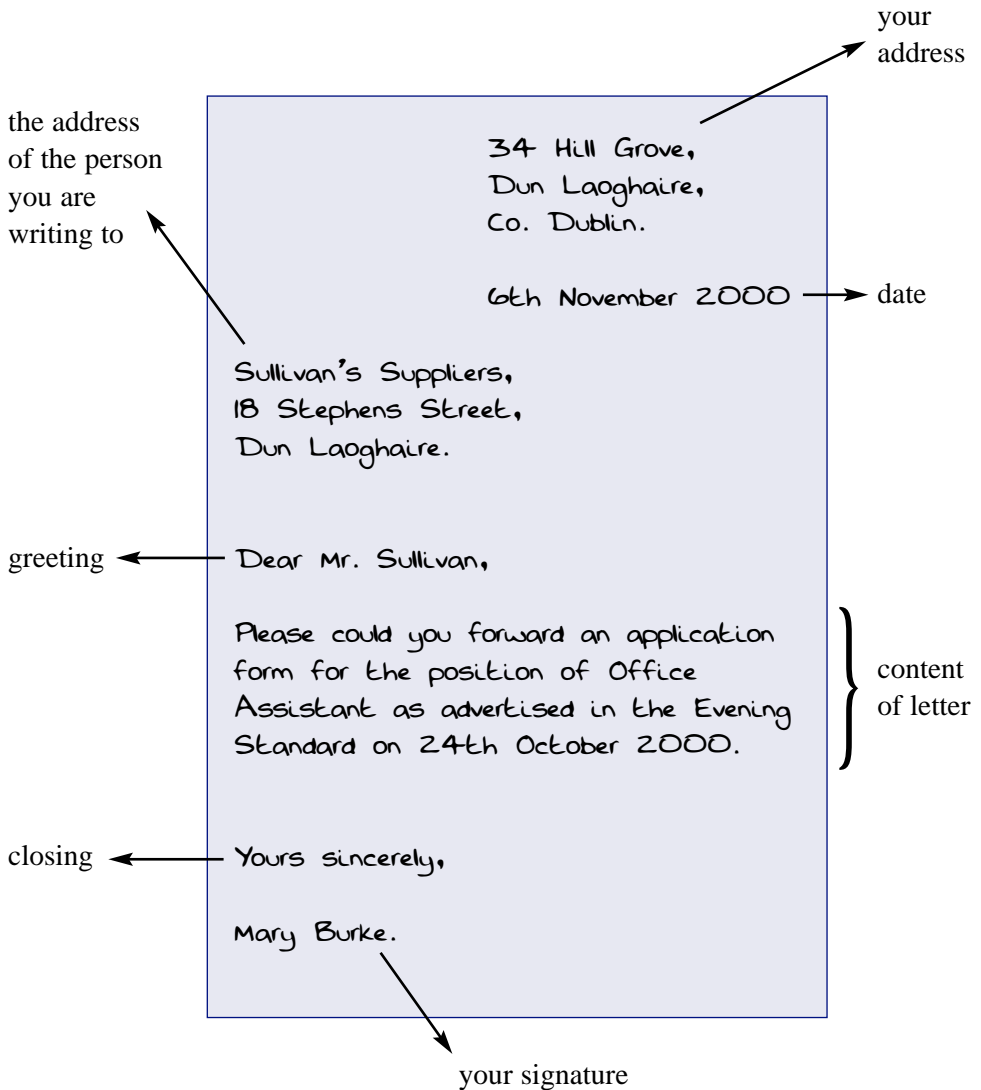
Pick Maria up at 4.30 p.m.

2. Note to a family member or friend

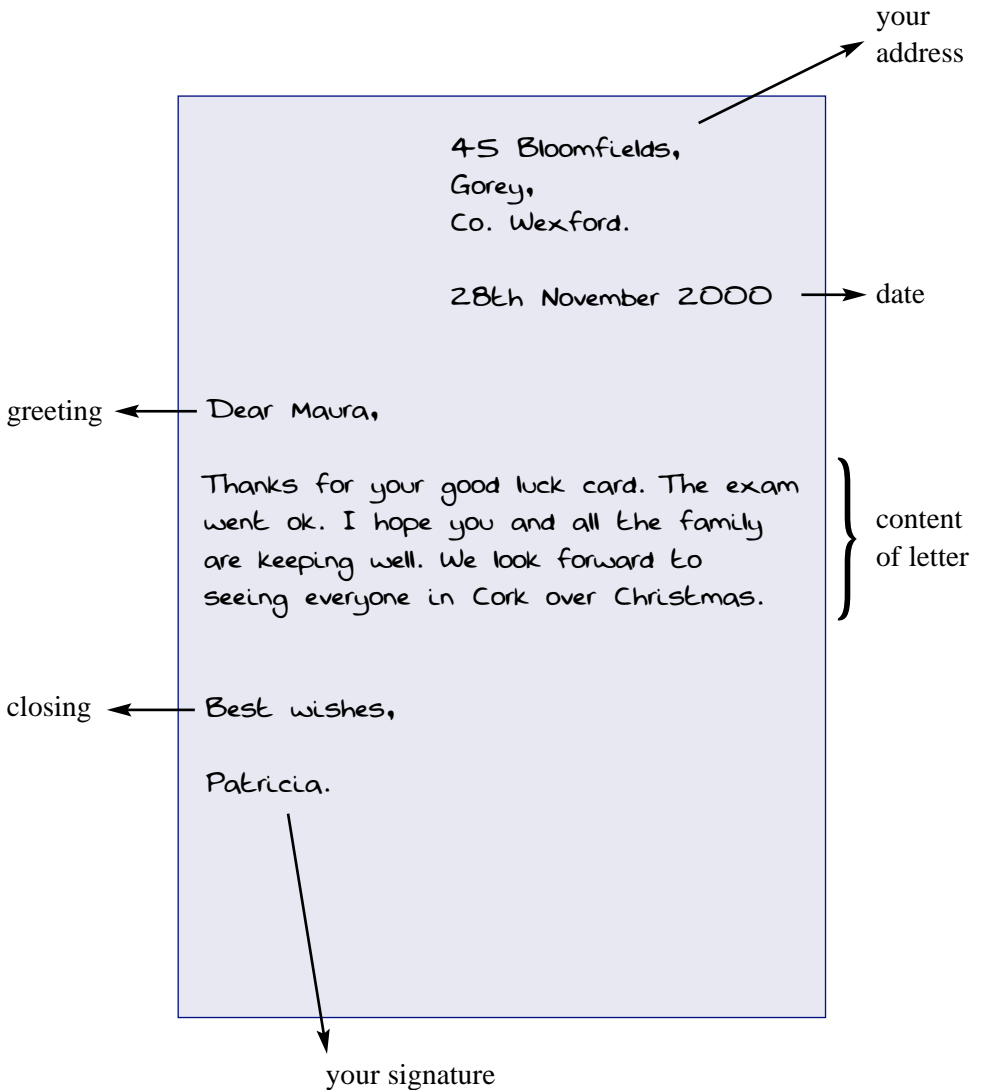
Brian,
Damian called - can't make
it to football practice. Will
ring you tomorrow.

Jean.

Formats: Letter Layout (Formal)



Formats: Letter Layout (Informal)



Spelling Tips

There are different ways of looking at words which can help us remember how to spell them.

1. Breaking up words

a) We can break the word up.

For example: hopefully breaks up as hope / ful / ly
forgetful breaks up as for / get / ful

b) We can learn the root word and add the word ending ly

For example: root word = hope **so** hopeful + ly = hopefully
root word = forget **so** forget + ful = forgetful

c) Words can be broken up into syllables. A syllable is the smallest part of a word which can be said on its own.

For example: party par / ty
umbrella um / brel / la
Saturday Sat / ur / day

Spelling Tips

2. Building Words

a) Some words are made up of two smaller words.

For example: shoe + lace = shoelace
post + card = postcard
door + bell = doorbell
egg + cup = eggcup
hair + brush = hairbrush

b) Sometimes we can add a prefix or bit to a word to change its meaning or to make a new word.

For example: **prefix** **rootword**
 ↓ ↓
 un + kind = unkind
 dis + please = displease

TIP

Often the opposite meaning of the word is formed by adding a prefix.

c) Sometimes we can add a suffix or bit to a word to change its meaning or to make a new word.

For example: **rootword** **suffix**
 ↓ ↓
 help + ful = helpful
 rest + less = restless

How to Use Your Word Diary?

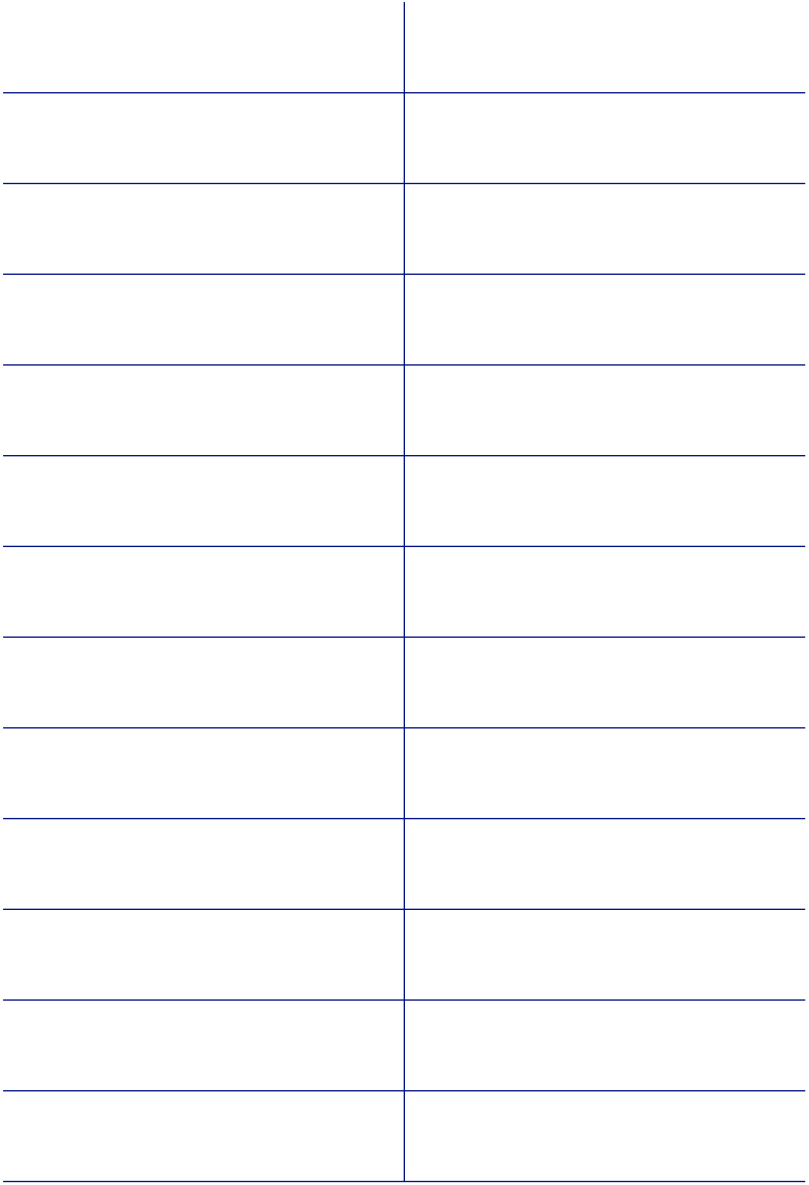
We all have words that are useful to remember. In this word diary you can take note of these.

The diary is in alphabetical order from A to Z.

Check your spelling in a dictionary or ask someone.

B

D



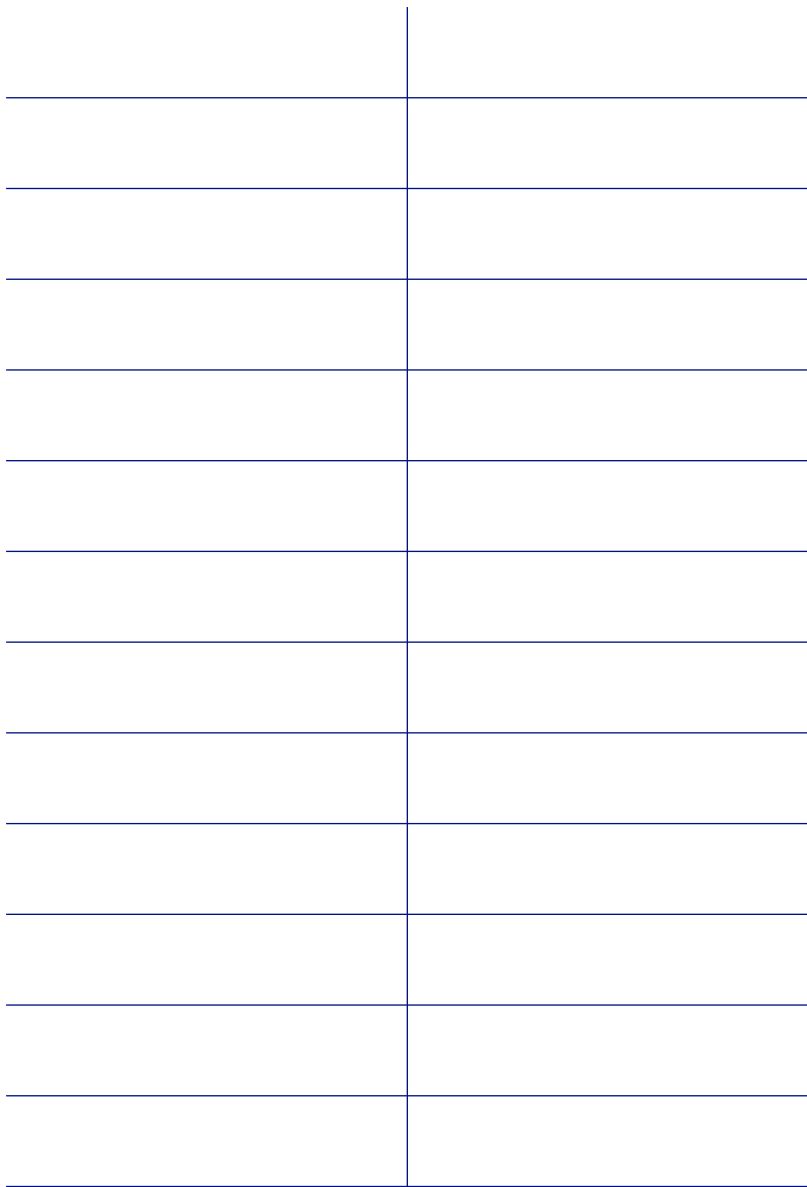
J

K

M

R

U



Y



NALA

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

The Vocational Education Committee (VEC) Adult Literacy Service is funded by the Department of Education and Science with assistance from the European Social Fund as part of the National Development Plan 2000-2006.

