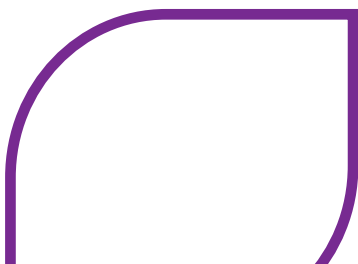
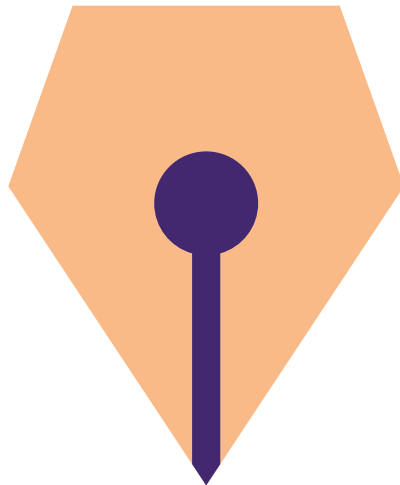
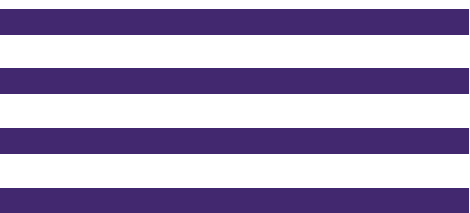
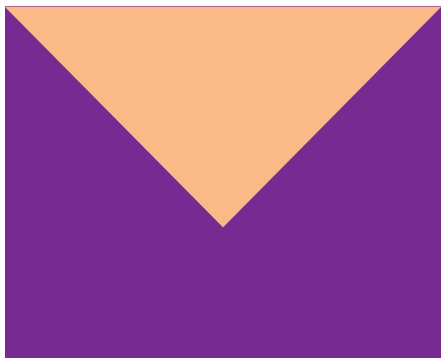




Putting pen to paper

A writing workbook



About this workbook

This 'Putting pen to paper' writing workbook is for adults who would like to improve or practise their writing skills.

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Note for learners

We need many writing skills in our everyday life. This 'Putting pen to paper' writing workbook is for adults who would like to improve or practise their writing skills. You will be able to keep it as a record of your progress.

You will find exercises on the following:

- Capital letters
- Writing dates
- Sentences
- Addresses
- Lists
- Notes
- Cards
- Postcards
- Personal letters
- Formal letters
- Filling in forms

We hope you enjoy using this workbook.

Need help?

Want to improve your reading, writing, maths or technology skills? We can help. You can Learn with NALA over the phone or online, or in your local Education and Training Board.

Call NALA on **Freephone 1 800 20 20 65** or visit our website **www.nala.ie/free-courses** to find out more.



Note for tutors

The 'Putting pen to paper' writing workbook is for learners who 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 each 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 this 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 a text message
- 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 practise is the best way to improve!

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

	Yes	No
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 or online.

What helps **you** write better?

Good writing uses both capital and lower case letters

Fill in the gaps with the missing letters of the alphabet.

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

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

1. A _ C _ E _ G _ I _ K _ M _ O _ Q _ S _ U _ W _ Y _

2. _ B _ D _ F _ H _ J _ L _ N _ P _ R _ T _ V _ X _ Z

3. _ _ _ D _ _ _ H _ _ _ L _ _ _ P Q _ _ _ U _ _ X _ _

4. A _ _ _ _ _ _ _ _ _ _ M _ _ _ _ _ _ _ _ _ _ Z

5. _ _ _ _ E _ _ _ _ J _ _ _ _ N _ _ _ _ _ T _ _ _ _ Y _

- Small letters are also called lower case letters.

a b c d e f g h i j k l m n o p q r s t u v w x y z

1. a _ c _ e _ g _ i _ k _ m _ o _ q _ s _ u _ w _ y _

2. _ b _ d _ f _ h _ j _ l _ n _ p _ r _ t _ v _ x _ z

3. _ _ _ d _ _ _ h _ _ _ l _ _ _ p q _ _ _ u _ _ x _ _

4. a _ _ _ _ _ _ _ _ _ _ m _ _ _ _ _ _ _ _ _ _ z

5. _ _ _ _ e _ _ _ _ j _ _ _ _ n _ _ _ _ _ t _ _ _ _ y _



Capital letters

Names

Capital letters are **always** used:

- ✓ For the first and last name of a person

Nora **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

anna santos

jim farrell

pawel nowak

angela mcdonagh

sara dunne

Answers on page 103

Write your family and friends' names.

Name and address

Capital letters are **always** used:

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

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

valentine kelly, clover lane, sallins, co kildare

vera doyle, parkgate, mount sion, co waterford

Answers on page 103

Where do you live? Write your address.

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.

Golf is a good pastime.

You don't have to be very good to enjoy it.

Write some sentences about what you did yesterday.

Try and write two sentences at a time.

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

1. _____

2. _____

3. _____

Titles

Capital letters are **always** used:

- ✓ For titles - formal way to refer to someone
 - Mr** – man
 - Mrs** – married woman
 - Ms** – single or married woman
 - Dr** – doctor

Write your name with your title. _____

Example

Mr Pat Moore **Dr Marie Curby**

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. mrs hyacinth bucket _____

Answers on page 103

Names

Capital letters are **always** used:

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

Spiderman, **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**.

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	

Look at the way the word is broken down.

Mon day	Tues day	Wed nes day	Thurs day
Fri day	Sat ur day	Sun 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. The first day of the working week is a **M** _ _ d _ _.
2. The day after Monday is **T** _ e _ d _ y.
3. Lots of people work from **M** _ _ _ _ y
to **F** _ _ _ a _.
4. The middle day of the week is **Wed** _ _ _ day.
5. The weekend is **S** _ _ ur _ _ _ and **S** _ _ d _ _.

Answers on page 103

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 on a _____.

Wordsearch

The days of the week are hidden in the puzzle below. Can you find them?
The words are placed from left to right, top to bottom or diagonally.

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 103

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 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.

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

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 |

Writing the months

1. The first month of the year is J _ _ _ _ _ y.
2. Valentine's Day is on 14 F _ _ r _ a _ _ .
3. M _ _ ch 17 is Saint 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 _ _ _ .

Answers on page 104

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 January 2024 or 22 **Jan** 2024

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

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

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

2023 is **23** 2015 is **15** 2024 is **24**

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

Example

October 2002 **Oct 02**

1. January 2024 ___ _ ___
2. March 2019 ___ _ ___
3. December 2023 ___ _ ___
4. August 2020 ___ _ ___

Answers on page 104



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.	<input type="checkbox"/>	<input type="checkbox"/>
2. I can hear the dog barking.	<input type="checkbox"/>	<input type="checkbox"/>
3. It is a lovely day.	<input type="checkbox"/>	<input type="checkbox"/>
4. we went to the beach and then	<input type="checkbox"/>	<input type="checkbox"/>

Answers on page 104

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 104

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 _____

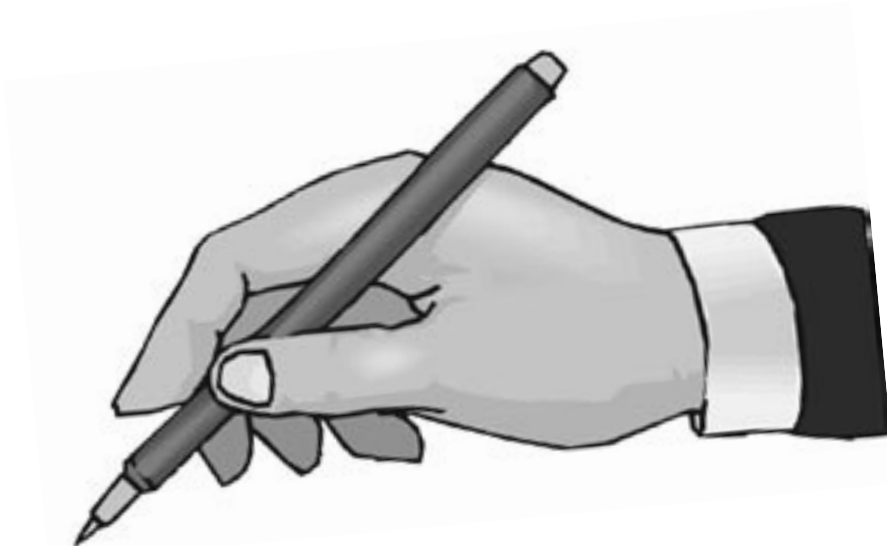
On holidays I _____

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 were very nice

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

Answers on page 104



More capital letters

Days of the week

Capital letters are **always** used:

- ✓ For the days of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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

1. Lots of 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 often open late on a ___ day.
5. The weekend is ___ day and ___ day.

Answers on page 104

What is your favourite day of the week? _____

What day do you do your shopping? _____

What day do you have some free time? _____

Months of the Year

Capital letters are **always** used:

- ✓ For the months of the year

January

February

March

April

May

June

July

August

September

October

November

December

What month is this?

What month is your birthday in?

What month is Christmas in?

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

What month do you like to take your holidays?

Putting it all together

All these sentences have had the capital letters left out.

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

Example

i love to listen to music while i am cooking.

I love to listen to music while I am cooking.

1. i went to the shops on thursday.

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

3. the postman has extra work at christmas.

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

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 104

Putting it all together 2

Example

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

This number shows there are 3 capital letters missing.

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

Example

mrs byrne does her shopping in supervalu. (3)

Mrs Byrne does her shopping in Supervalu. (3)

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

1. today is sunday 5 december. (3)

2. fair city is on a tuesday, thursday and sunday. (5)

3. my friend tom works for the irish independent. (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. ann and sarah work in dunnes stores. (4)

9. angela's ashes by frank mccourt is set in limerick. (6)

Answers on page 105



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 1pm 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 font. Below the title, there are five numbered lines for writing, each starting with a number followed by a period and a horizontal line: "1.", "2.", "3.", "4.", and "5.". The notes are slightly offset to show the edges of the pages below.

What would you do if you won money in a competition?

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 the festive season.

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



Card list

- Auntie Sheila
- The Byrne family
- _____
- _____
- _____
- _____
- _____
- _____

Lists can help you to plan ahead

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

<i>I want to get a present for</i>	<i>Present</i>
■ <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:

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

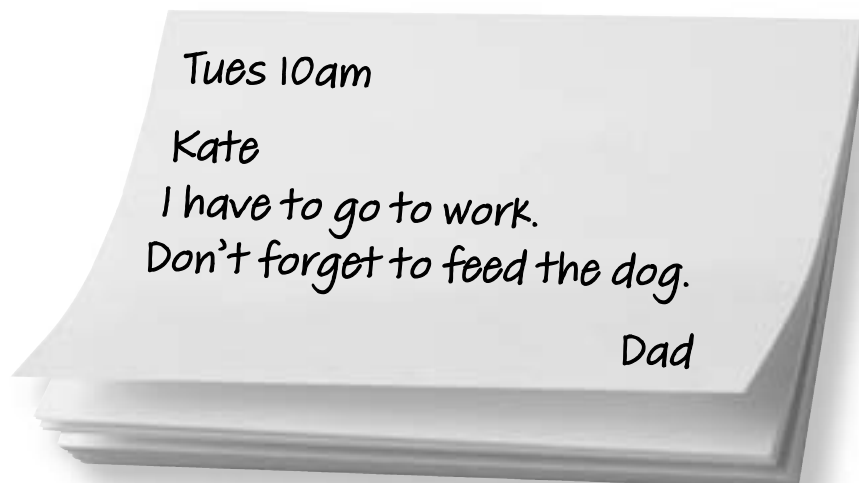
Can you think of times in your life when writing a note might be useful?

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

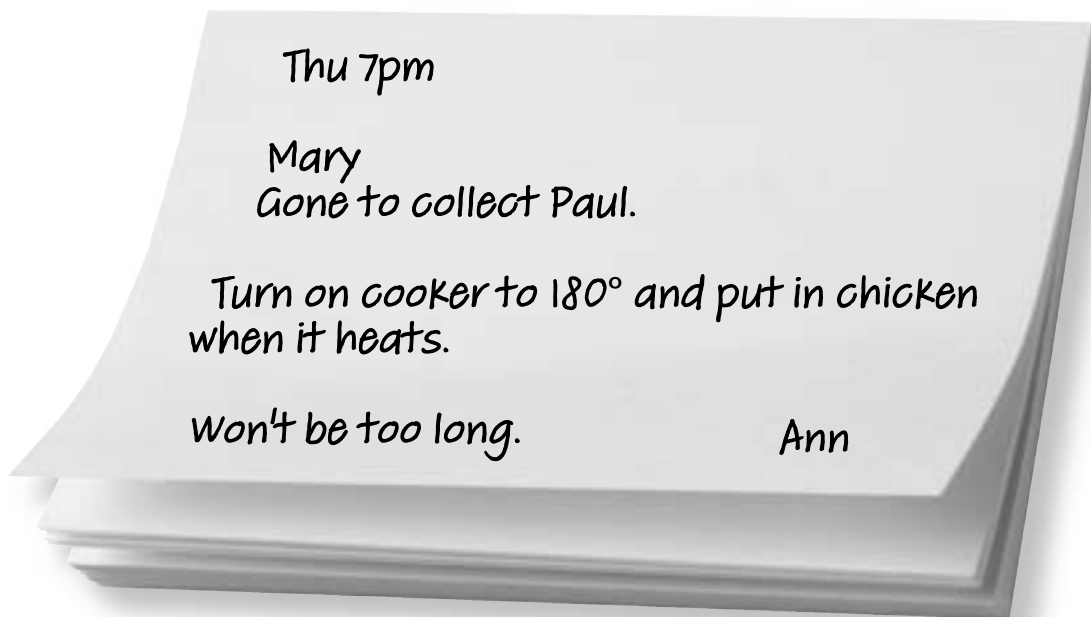
You want your daughter to feed the dog, you could leave a note to ask her to do it.



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 your daughter telling her to buy 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 Jan

Dear Teacher

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

Thank you.

Mary Byrne

Mon 22 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 child needed to be excused from school for the last week.



2. Write a note explaining why your child 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 4pm 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 Jan 23*



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

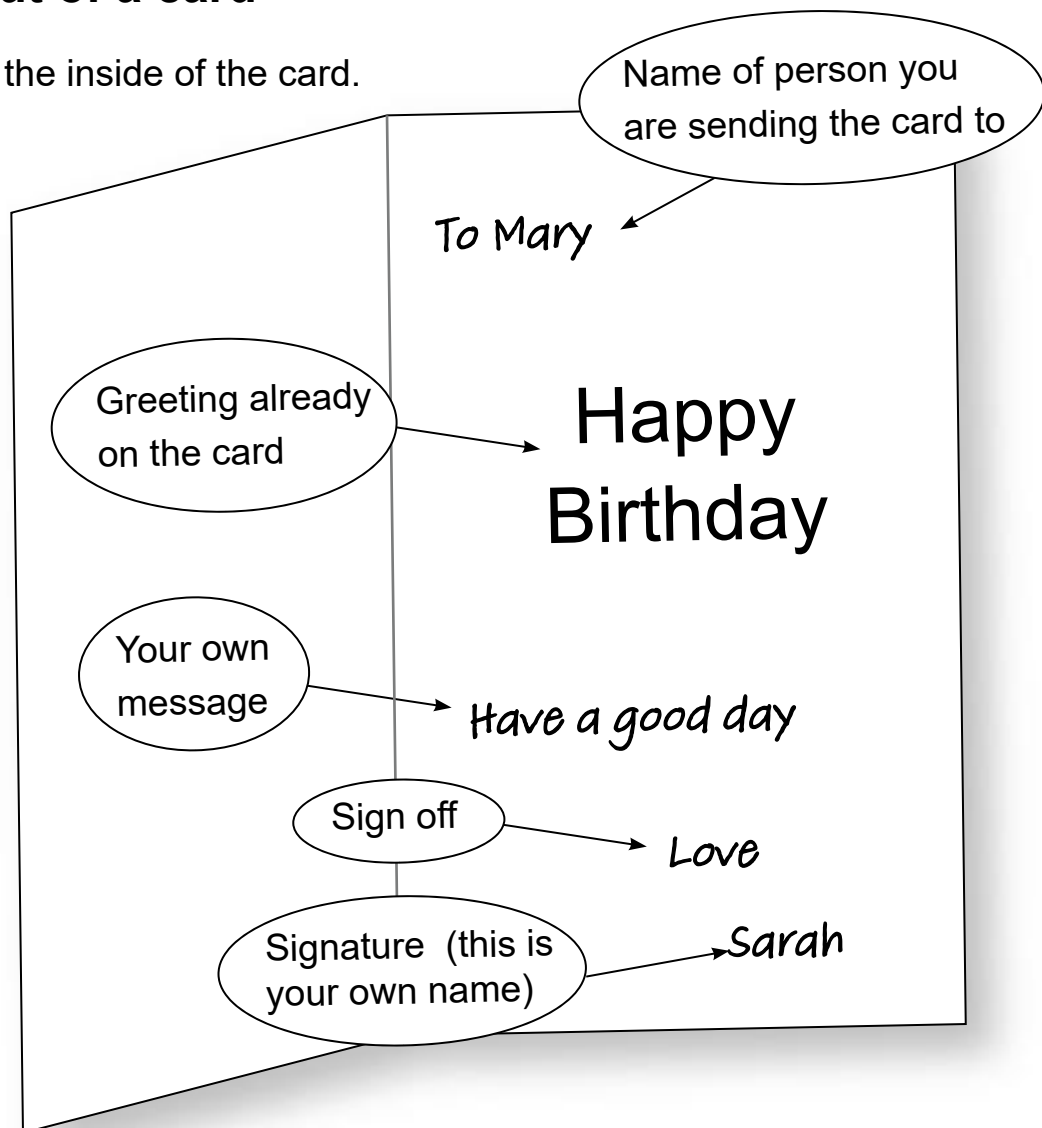
Answers on page 105

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
Valentine's Day

Congratulations

Happy
Birthday

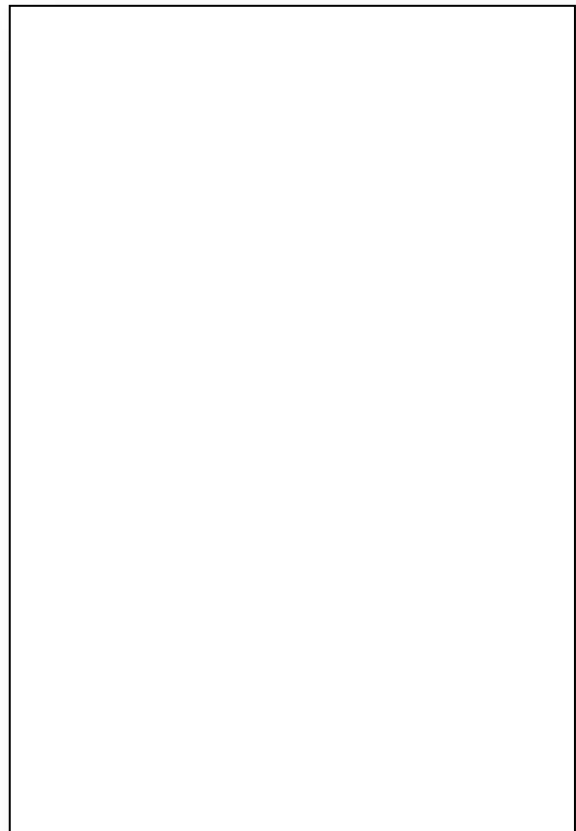
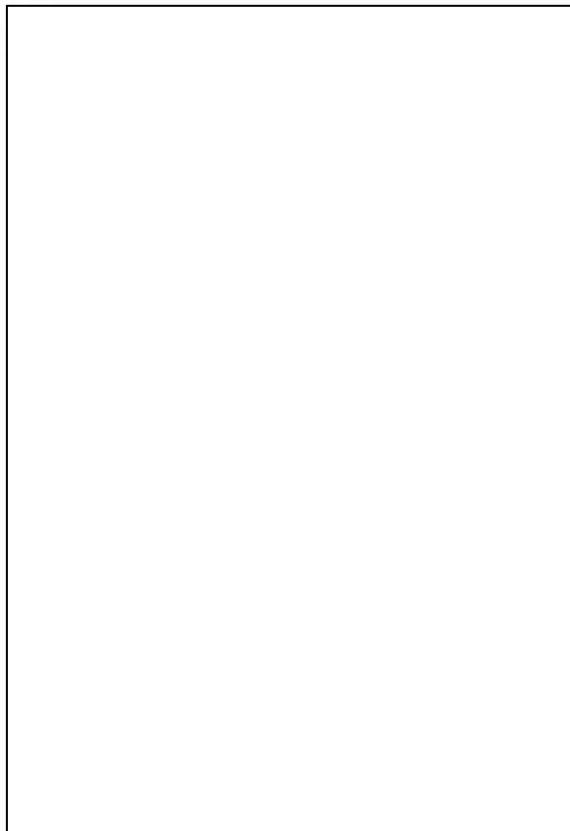
Thank
You

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.

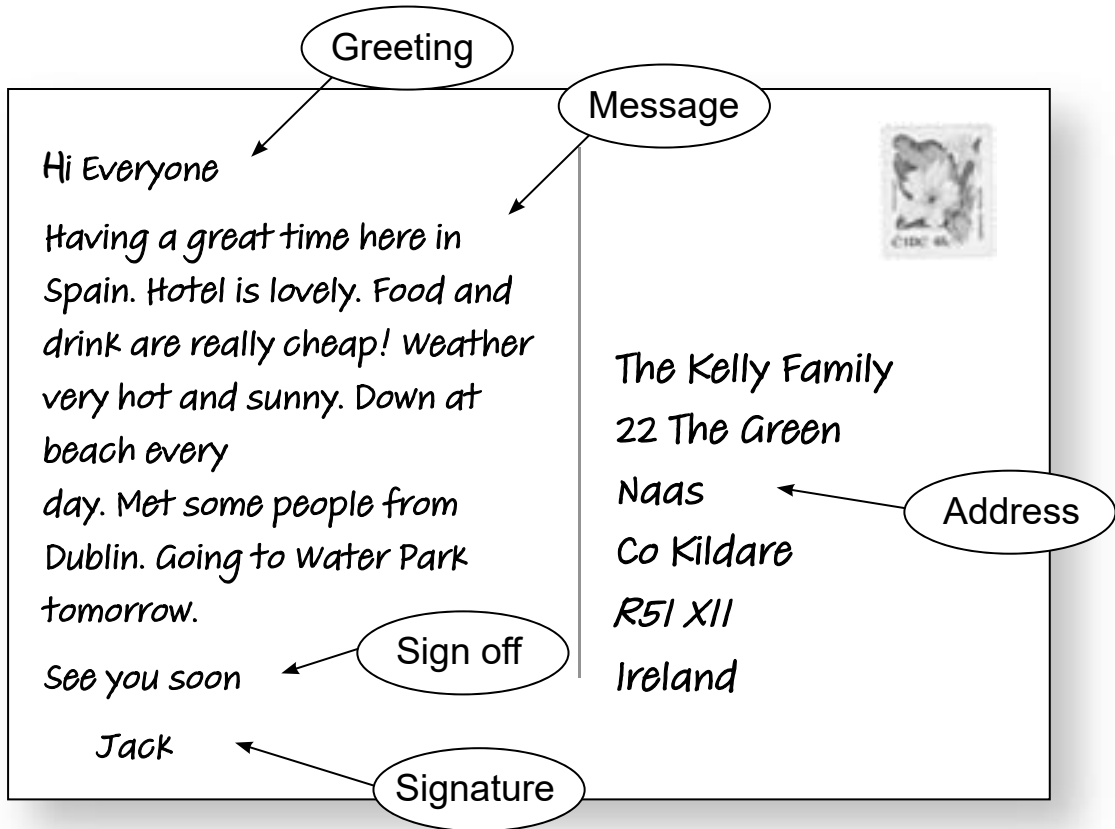
Write the address on the **right** side of the card.

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 tours	pool	weather
duty free	pub	shopping
views	sight-seeing	souvenirs
	trips	swimming

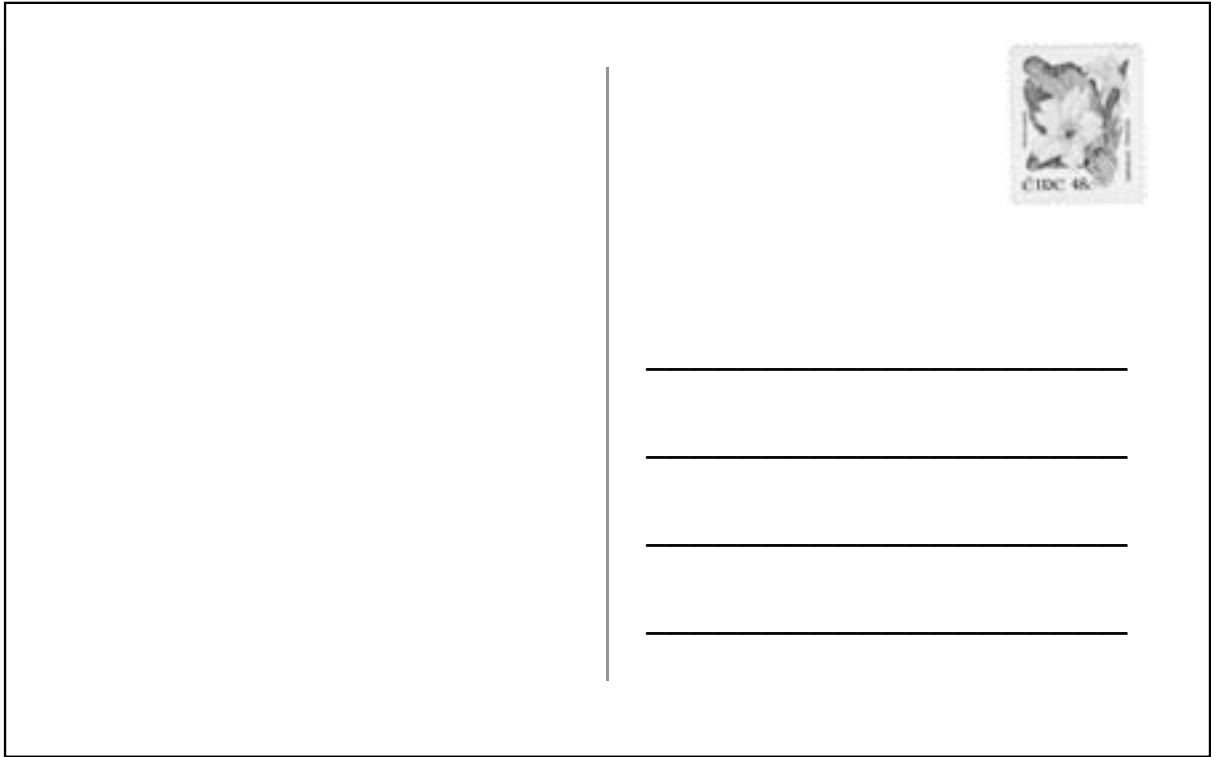
The image shows a blank postcard template. It is a large rectangle with a thin black border. On the right side, there is a vertical line that separates the address area from the message area. In the top right corner, there is a small rectangular stamp area containing a faint illustration of a landscape and the text '€1.00 46'. Below the vertical line, there are four horizontal lines spaced evenly down the page, intended for writing the message.

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.**



The image shows a blank postcard template. On the right side, there is a rectangular area for a stamp, containing a small illustration of a landscape and the text 'C10C 46'. Below the stamp area, there are four horizontal lines for writing. A vertical line on the left side of the postcard indicates the fold.

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.




A rectangular box representing the back of a postcard. It is divided into two main sections by a vertical line. On the right side, there is a postage stamp area containing a small, square stamp with a floral design and the text "CIBC 66". Below the stamp, there are four horizontal lines for writing an address. The left side of the box is blank, intended for the recipient's name and address.

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 as there was construction beside the hotel. Write about what went wrong on the holiday.





Trip of a lifetime

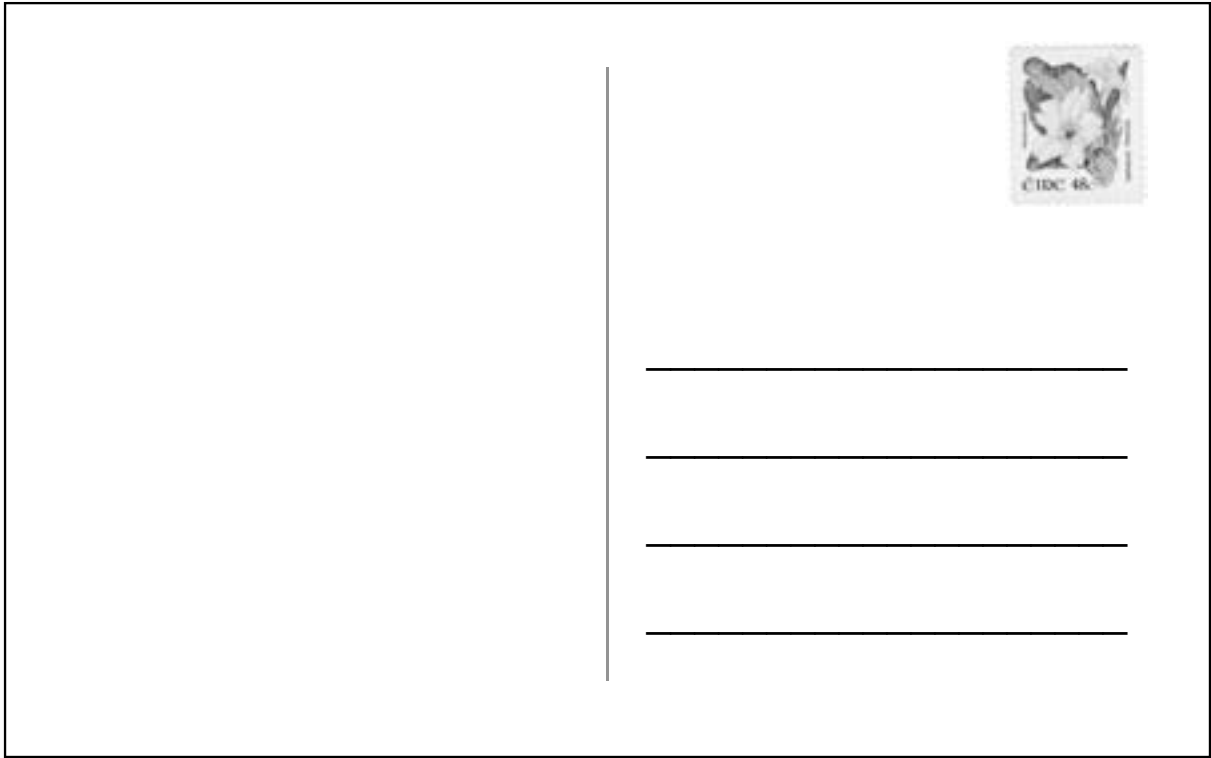
You have won a competition and you have just gone on the trip of a lifetime. Think about where in the world you might be.

What experience would you really enjoy?

- Climbing a mountain in Nepal
- Skiing in Austria
- Shopping in New York
- Riding a horse on a beach
- Flying in a hot air balloon

Take time to think of your own ideas.

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



The image shows a rectangular postcard template. On the right side, there is a postage stamp featuring a butterfly and the text 'C110C 46'. Below the stamp are four horizontal lines for writing. A vertical line on the left side of the postcard indicates the fold line.



Writing dates

Order of the months

January is the first month of the year.

December is the twelfth month. It is the last month. Christmas is in December

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

1. What is the fourth month? _____
2. What is the tenth month? _____
3. What is the twelfth month? _____
4. What is the sixth month? _____
5. Which month is November? _____
6. Which month is September? _____

Answers on page 105

Writing the number in a date

How to write first, second, third as a number

Example

To write **First**

Write the **number**: 1

Then the word **first** is shortened to the last two letters. It is written small and beside the number: 1st

Examples

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

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

Answers on page 105

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 December 2024

Christmas is on 25 December 2023.

I am on holidays on 10 June 2024.

Write the following dates using numbers and words.

Today's date _____
Your birthday _____
A friend's birthday _____
Saint Patrick's Day _____
Saint Valentine's Day _____
Halloween _____

Write the short form of the month and year.

Day	Month	Year	Day	Month	Year
23	January	2024	23	Jan	24

a) 1 March 2020 _____
b) 15 February 1963 _____
c) 26 April 1950 _____
d) 18 June 2011 _____
e) 30 October 1975 _____
f) 3 August 1979 _____

Answers on page 105

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.

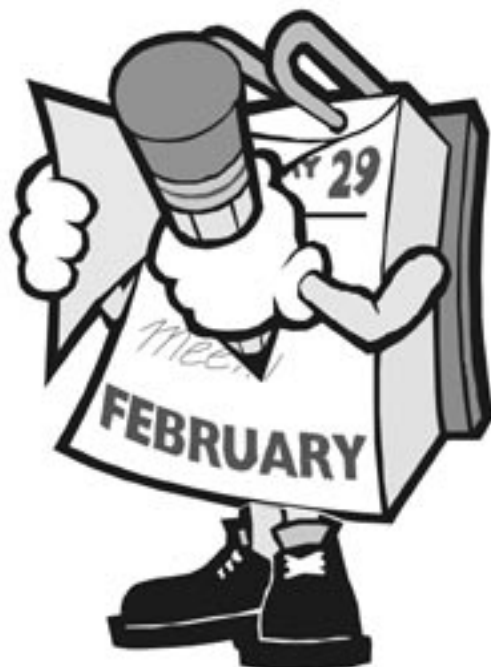
1. How many days in August? _____
2. How many days in March? _____
3. How many days in September? _____
4. How many days in January? _____
5. How many days in April? _____

Answers on page 105

A Leap Year is every 4 years.

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 in the calendar above?

1. 10 December _____
2. 2 December _____
3. 7 December _____
4. 1 December _____
5. 5 December _____
6. 9 December _____

Answers on page 105



Writing the date using numbers only

Example

Day	Month	Year
6	December	2024

This is the same as

6	12	2024
---	----	------

Remember – December is the twelfth month

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

6 / 12 / 2024

Now write the date using numbers.

12 August 1999 12/8/1999

29 November 2004 29/11/2004

a. 15 May 2001

b. 4 April 2016

c. 26 June 2000

d. 6 July 2019

e. 18 August 2022

f. 1 November 2021

Answers on page 105

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

6.12.2024 6-12-2024

Writing dates - Putting it all together

Numbers and words

25 February 2022

Numbers

25/2/2022

Boxes

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

Write out the following dates

Your date of birth

_____ / /

--	--	--	--	--	--

Family member's date of birth

_____ / /

--	--	--	--	--	--

Family member's date of birth

_____ / /

--	--	--	--	--	--

Friend'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

Mick Jones, 55 The Square, Coolock, Dublin 5, D05 X11 10 Jan 2024

Your address → 55 The Square
Coolock
Dublin 5
D05 x11

Date → 10 Jan 2024

Dear Sir or Madam

I am writing to ask about classes in my area. Could you please send me a brochure with all the details?

Thank you.

Yours sincerely
Mick Jones ← **Your name**

Write out the address and date for these letters.

- Put the date on the last line.

20 St John's Terrace, Fairview, Dublin 3, D03 X11 22 Jan 24

Jacob's Biscuits, PO Box 170, Dublin 2, D02 X11 19 June 22

June Grogan, 8 Collins Road, Ballymore Eustace, Co Kildare, R51 X11
4 May 2018

Addressing an envelope

An address is made up of

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

Sometimes you might also need to write down the:

6. 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
D05 X11

Start writing near the middle of the envelope.

Leave room for the stamp.

Put each part of the address on a new line.



Example



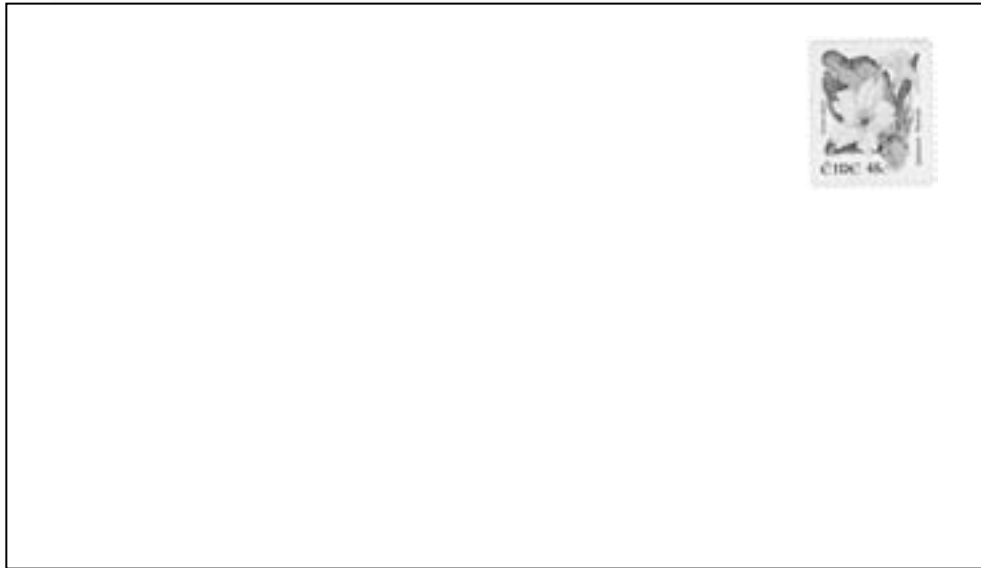
Now have a go at addressing some envelopes.

Henry Fagan, 20 St John's Terrace, Fairview, Dublin 3, D03 X11



Answers on page 106

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



Answers on page 106

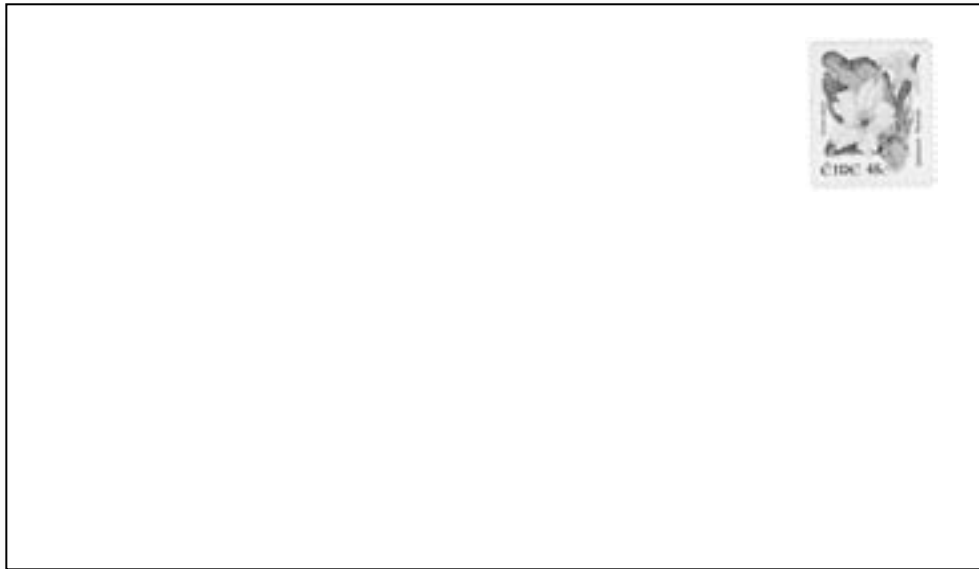
Jacob's Biscuits, PO Box 170, Dublin 2, D02 X11

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 106

NALA, Sandford Lodge, Sandford Close, Ranelegh, Dublin 6, D06 YF65.



Answers on page 106

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 Simone
Hi Simone
Hello Simone
Greetings Simone

The form is a template for a personal letter on lined paper. It includes labels in ovals with arrows pointing to the corresponding sections: 'Your Address' at the top right, 'Date' below it, 'Greeting' on the left side, 'Message' in the main body, 'Sign off' at the bottom right, and 'Your Signature' at the very bottom. The letter is addressed to Simone.

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

Your **Sign off** could be:

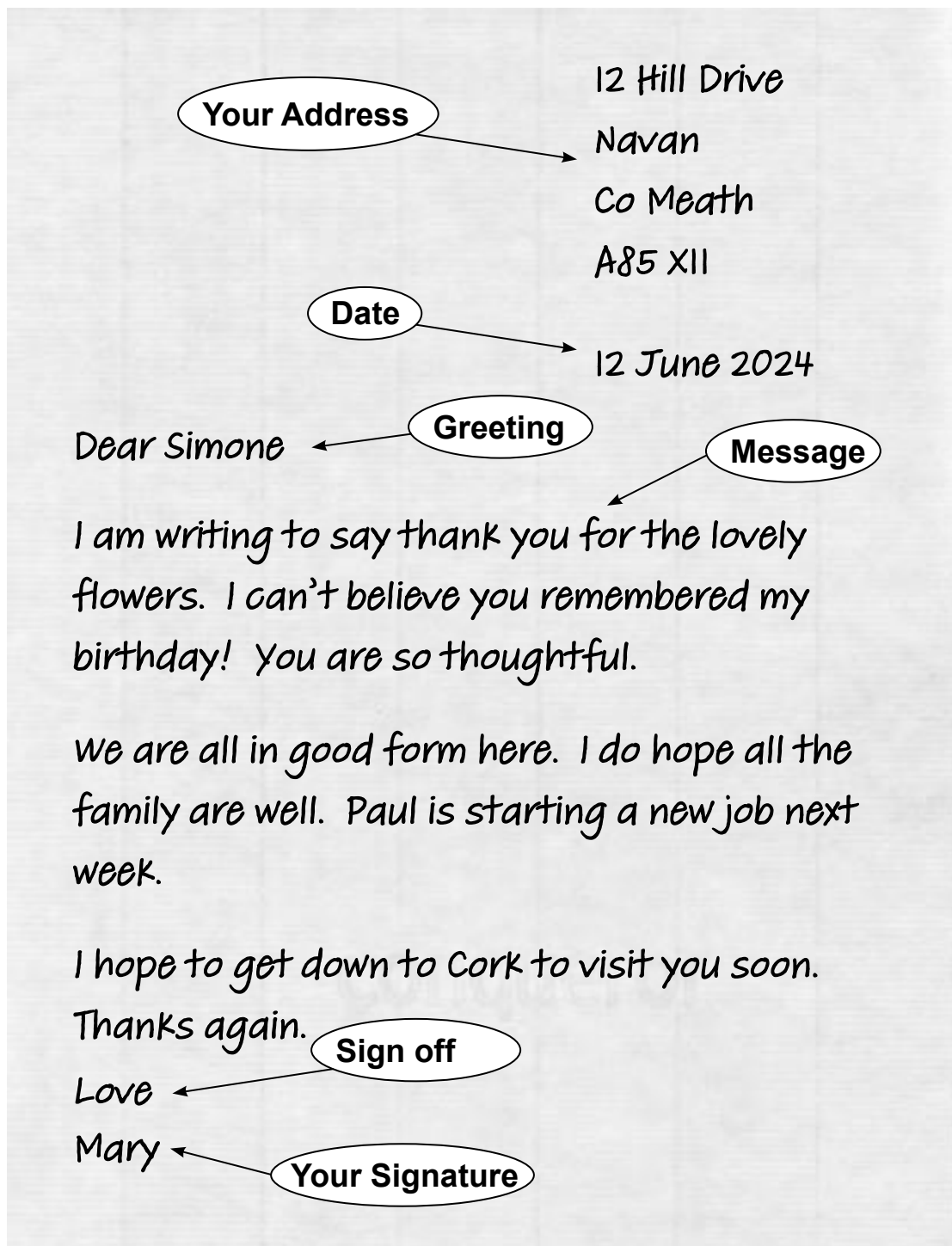
Love, Best wishes, All the best,
See you soon, Take care

Signature: Just write your first name *Mary*

Personal letters

Letter to someone you know well

Layout of a personal letter



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
Navan
Co Meath
A85 XII

15 May 2024

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 6 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 sheet of white paper with horizontal lines for writing. The lines are evenly spaced and cover most of the page. There are four lines on the right side, and several lines on the left side, creating a large area for writing.

Catching up with family

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

A large rectangular area with horizontal lines for writing a letter. The lines are evenly spaced and cover most of the page. There are four lines on the right side, and a series of lines on the left side that are shorter than the others.

Writing about your holidays

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

A large rectangular area with a light gray background and faint grid lines, intended for writing a letter. It contains several horizontal lines for writing, arranged in two columns: four lines on the right side and ten lines on the left side.

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 a solicitor

Tip

It is a good idea to make a copy of an important letter. Most libraries have photocopiers you can use or you can take a photo with your phone.

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 the company, organisation or business
- ✓ Greeting
- ✓ Content (what you are writing about)
- ✓ Sign off
- ✓ Signature

Layout of a formal or business letter

Look at the sample letter on page 83 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 or 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 shows a letter layout on lined paper. The labels and their corresponding lines are as follows:

- Your Address**: Points to the top three lines on the right side.
- Date**: Points to the two lines below the address on the right side.
- Name and address of company**: Points to the first three lines on the left side.
- Greeting**: Points to the two lines below the company name on the left side.
- Content**: Points to the seven lines below the greeting on the right side.
- Sign off**: Points to the first line on the left side below the content.
- Signature**: Points to the second line on the left side below the sign off.

Fill in the letter using your own details. Write to NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, D06 YF65 asking them to send you a copy of the '**Brushing Up**' workbook.

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Example of letter asking for an application form

6 Mountain View
Limerick Road
Limerick
V42 X11

30 September 2023

The Manager
Glenview Country House
Rathkeale
Limerick
V42 X12

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 September 2023.

Yours sincerely

Michael Byrne

Replying to an advertisement

Write a letter to The Manager, Glenview Country House, Rathkeale, Limerick, V42 X12 asking for an application form for the position of Assistant Manager. You saw the position advertised in the The Herald today.

A large rectangular area with a light gray background, intended for writing a letter. It contains several horizontal lines for writing. The lines are arranged in three groups: a group of four lines on the right side, a group of four lines on the left side, and a group of ten lines in the center.

Job application letter

Write a letter applying for the job of Bar Manager in Glenview Country House, Rathkeale, Limerick, V42 X12. Briefly let them know your experience and let them know your CV and application form are enclosed.

The image shows a large, light gray rectangular area intended for writing a letter. It contains several horizontal lines for text entry. On the right side, there are four lines stacked vertically. On the left side, there are four lines stacked vertically. In the lower-left quadrant, there are two lines stacked vertically. In the lower-right quadrant, there are eight lines stacked vertically. The lines are evenly spaced and provide a guide for the length of the letter.

Letter of complaint

You went out to dinner with your family to the Cheery Eaters Restaurant, Naas, Co Kildare, R51 X12. 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.

The form consists of a large rectangular area with a light gray background. It contains several horizontal lines for writing. On the right side, there are four lines. On the left side, there are four lines. In the center, there are ten lines. At the bottom, there are two lines.



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 Protection. It should also be on your pay slip or Public Services Card.
- 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.

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

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

Surname																			
First name																			
Address																			
Date of birth																			

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

13/9/20

1	3	0	9	2	0
---	---	---	---	---	---

Sometimes the year will be written in full – 2019

Sometimes just the short form is used – 19

Example

11/1/2024

1	1	0	1	2	0	2	4
---	---	---	---	---	---	---	---

5/12/02

--	--

--	--

--	--	--	--

3/9/98

--	--

--	--

--	--

16/2/00

--	--

--	--

--	--	--	--

11/1/01

--	--

--	--

--	--

2/6/2022

--	--

--	--

--	--

8/10/12

--	--

--	--

--	--

Answers on page 106

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, D06 X11

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

Example

Street:	<i>19 The Green</i>
Town/City:	<i>Rathmines</i>
County:	<i>Dublin 6</i>
Eircode:	<i>D06 X11</i>

Title: Mr, Mrs, Miss, Ms,

Mr is used for all men.

Mr Michael Byrne

Mrs is used for a married woman.

Mrs Mary Byrne

Miss is used for a single woman.

Miss Mary Byrne

All women can use **Ms**.

Ms Mary Byrne

They can be married or single.

Telephone / Phone: *01-234567* or *087 123 4567*

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 **D**ate **o**f **B**irth.

21 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.

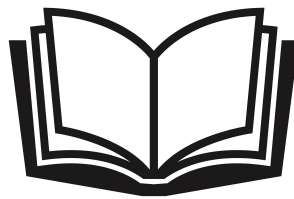
- Your signature is legally binding.
- You are agreeing to the conditions of the form.
- You are stating that the information you are giving is true.

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

Example: *Patrick Kelly*

Example

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



**The
Grange
Library**

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*

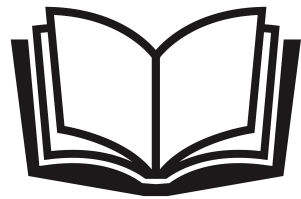
For information in relation to how we collect and use your personal information see our Data Protection Notice on our website www.grangelibrary.ie

Signature: *Mary Byrne*

Date: *26 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.



**The
Grange
Library**

Application for Membership

First Name:

Surname:

Title: Mr Mrs Miss Ms

Address:

Telephone:

Daytime Contact Number:

Date of Birth:

For information in relation to how we collect and use your personal information see our Data Protection Notice on our website www.grangelibrary.ie

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

Nationality: This is the country you are a citizen of.

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

Civil partner

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

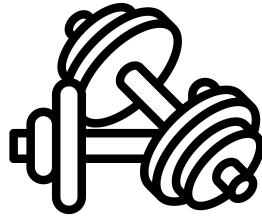
4. Your **dependants** are:

- a) Your cousins
- b) Your friends
- c) People you provide for

5. Your **occupation** is:

- a) If you are married or single
- b) Your job
- c) Your work history

Answers on page 106



Get Fit Gym

Membership Application Form

Complete this application form using **BLOCK CAPITALS**

Surname: _____

Forename: _____

Address: _____

Phone No: _____ **Mobile:** _____

Please ✓ the correct box.

Married Widowed Civil partner
Single Divorced

Please ✓ the correct box.

Gender: Male Female Prefer not to say

Date of birth: _____

Occupation: _____

For information in relation to how we collect and use your personal information see our Data Protection Notice on our website www.getfitgym.ie

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
Internet
Company Ltd**

Please complete this form in Block Capitals.

First Name: _____ **Title:** _____

Last Name: _____

Address: _____

Phone No:

--	--	--	--	--	--	--	--

Contact No:

--	--	--	--	--	--	--	--

Please ✓ the correct box.

Date of birth: / /

PPS No:

Present occupation:

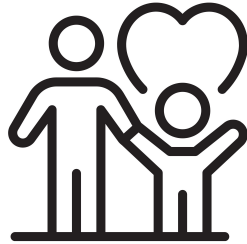
Previous employment:

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 10)

Pat Byrne
Anna Santos
Jim Farrell
Pawel Nowak
Angela McDonagh
Sara Dunne

Name and address (page 11)

Valentine Kelly
Clover Lane
Sallins
Co Kildare

Vera Doyle
Parkgate
Mount Sion
Co Waterford

Titles (page 14)

1. Mr Hyde
2. Mr Magoo
3. Dr Watson
4. Mrs Hyacinth Bucket

Writing days and months

Days of the week (page 17)

1. Monday
2. Tuesday
3. Monday to Friday
4. Wednesday
5. Saturday and Sunday

Word search (page 17)

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

Writing the months (page 20)

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 21)

1. Jan 24
2. Mar 19
3. Dec 23
4. Aug 20

Writing sentences

What is a sentence? (page 23)

- | | |
|----------------------------------|-----|
| 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 23)

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 27)

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 were very nice.
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 28)

1. **M**onday to **F**riday
2. **T**uesday
3. **W**ednesday
4. **T**hursday
5. **S**aturday and **S**unday.

Putting it all together (page 30)

1. I went to the shops on **T**hursday.
2. It rained all day when we were out walking.
3. The postman has extra work at **C**hristmas.
4. **W**e had a great time at the races in **G**alway.
5. There is a lot of work needed to fix up an old house.
6. **S**he has to buy a lot of new furniture.
7. **H**e took his dog **S**pot 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 (pages 31-32)

1. Today is **Sunday** 5 **December**. (3)
2. **Fair City** is on a **Tuesday**, **Thursday** and **Sunday**. (5)
3. **My friend Tom** works for the **Irish Independent**. (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. **Ann** and **Sarah** work in **Dunnes Stores**. (4)
9. **Angela's Ashes** by **Frank McCourt** is set in **Limerick**. (6)

3. **December** is the twelfth month
4. **June** is the sixth month
5. November is the **eleventh** month
6. September is the **ninth** month

Writing the number in

a date (page 62)

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

Writing dates using words

and numbers (page 63)

- | | |
|--------------|--------------|
| a) 1 Mar 20 | d) 18 Jun 11 |
| b) 15 Feb 63 | e) 30 Oct 75 |
| c) 26 Apr 50 | f) 3 Aug 79 |

Writing a card

Match the greeting to the card (page 49)

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

Days in the month (page 64)

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

Using the calendar (page 65)

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

Writing the dates using

numbers only (page 66)

- | | |
|--------------|--------------|
| a. 15/5/2001 | d. 6/7/2019 |
| b. 4/4/2016 | e. 18/8/2022 |
| c. 26/6/2000 | f. 1/11/2021 |

Writing dates

Order of the months (page 61)

1. **April** is the fourth month
2. **October** is the tenth month

Addresses

Writing the address in a letter (page 69)

20 St John's Terrace
Fairview
Dublin 3
D03 X11
22 Jan 24

June Grogan
8 Collins Road
Ballymore Eustace
Co Kildare
R51 X11
4 May 2018

Jacob's Biscuits
PO Box 170
Dublin 2
D02 X11
19 June 22

Addressing an envelope (pages 71-73)

Henry Fagan
20 St John's Terrace
Fairview
Dublin 3
D03 X11

Carla Garcia
Woodgrove
Holly Lane
London E21 4H
UK

Jacob's Biscuits
PO Box 170
Dublin 2
D02 X11

NALA
Sandford Lodge
Sandford Close
Ranelagh
Dublin 6
D06 YF65

Filling in forms

Writing dates in boxes (page 93)

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 2 2

0 8 1 0 1 2

Revision quiz (page 99)

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. c – Dependants are people you provide for
5. b – Occupation is your job

The National Adult Literacy Agency (NALA) is a charity and membership based organisation. We work to support adults with unmet literacy, numeracy and digital literacy needs to take part fully in society and to have access to learning opportunities that meet their needs. NALA does this by raising awareness of the importance of literacy, doing research and sharing good practice, providing online learning courses, providing a tutoring service and by lobbying for further investment to improve adult literacy, numeracy and digital literacy skills.

National Adult Literacy Agency (NALA)

Sandford Lodge
Sandford Close
Ranelagh, Dublin 6
D06 YF65

Websites:

nala.ie
learnwithnala.ie

Phone: 01 412 7900

Email: info@nala.ie

Freephone: 1 800 20 20 65

Registered Charity Number: 20020965

Charity Number: 8506

Company Number: 342807



National Adult Literacy Agency

Áisíneacht Náisiúnta Litearthachta do Aosaigh



Riátas na hÉireann
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Có-mhainithe ag an
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