

Social Competence: Functional Writing

CC

Statement Code no: 16

Student:

Class:

At Junior Certificate level the student can:

Make appropriate use of written language when dealing with the normal demands of school and everyday life

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | | |
|----|--|--|
| 1 | Address envelopes and postcards correctly | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Write a personal letter to a friend thanking him/her for a gift | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 | Use basic punctuation, for example, capital letter, full stop, question mark | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4 | Keep a brief written record in note form of important things to do (homework diary, appointments diary, list of tasks) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 | Write a cheque | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 | Fill in forms (post office account, driving licence, electoral register, bank lodgement and withdrawal slips etc.) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 | Write a simple letter of enquiry or complaint | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 | Take a brief written message for another person, for example a telephone message | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9 | Write step-by-step instructions of how to perform a familiar task (post on social media, make an omelette etc.) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 | Present personal information in correct CV format | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Refer also to: English, Business Studies, Home Economics, Civic Social and Political Education, Science, Digital Technology

Work begun | Work in progress | Work completed