

# 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 (copy a cassette, make an omelette)                  | <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, Information Technology/Computer Studies, Environmental and Social Studies

Work begun    | Work in progress    | Work completed