At Junior Certificate level the student can:

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

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

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

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 ☐ ☐ ☐