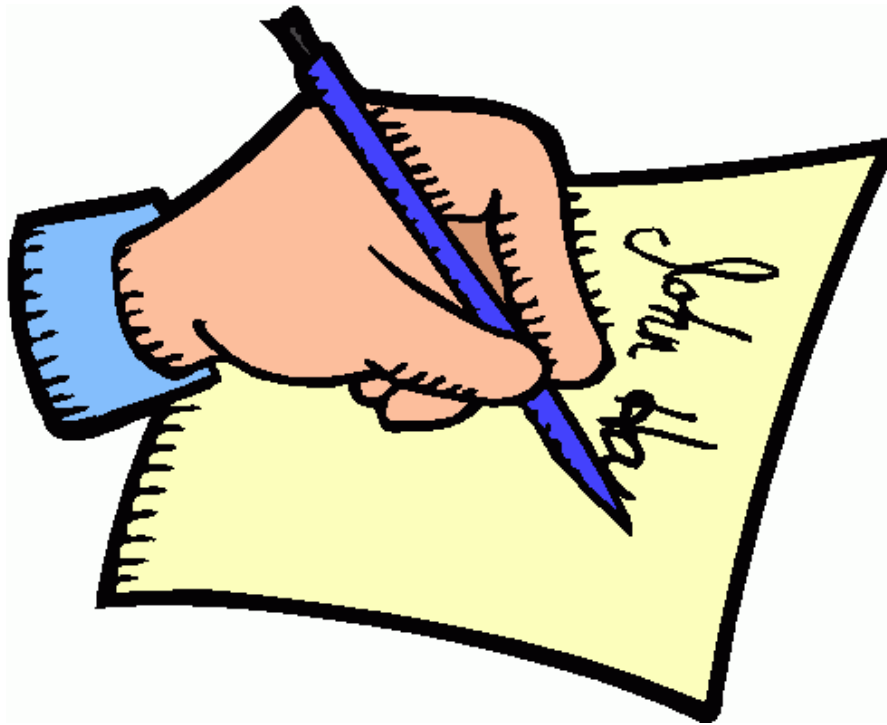


QQI

WRITING




LEVEL 2(A)

Write notes and messages needed for simple tasks

W1

You have been invited to go on an overnight visit to your friend's house- make a list of the things you need to take with you



I need to take.....

Write notes and messages needed for simple tasks

W1

You are inviting 2 friends over for dinner, you want to cook Irish stew and apple crumble.

*All you have in your kitchen is:

- 1 lb cooking apples,
- 2 onions
- 1 lb sugar.....

Make a list of the things you need to buy in the shop
These are the ingredients needed:

Look at the ingredients you already have, see what you need to buy and make a list

Irish Stew

2 lb lamb
3 onions
1lb carrots

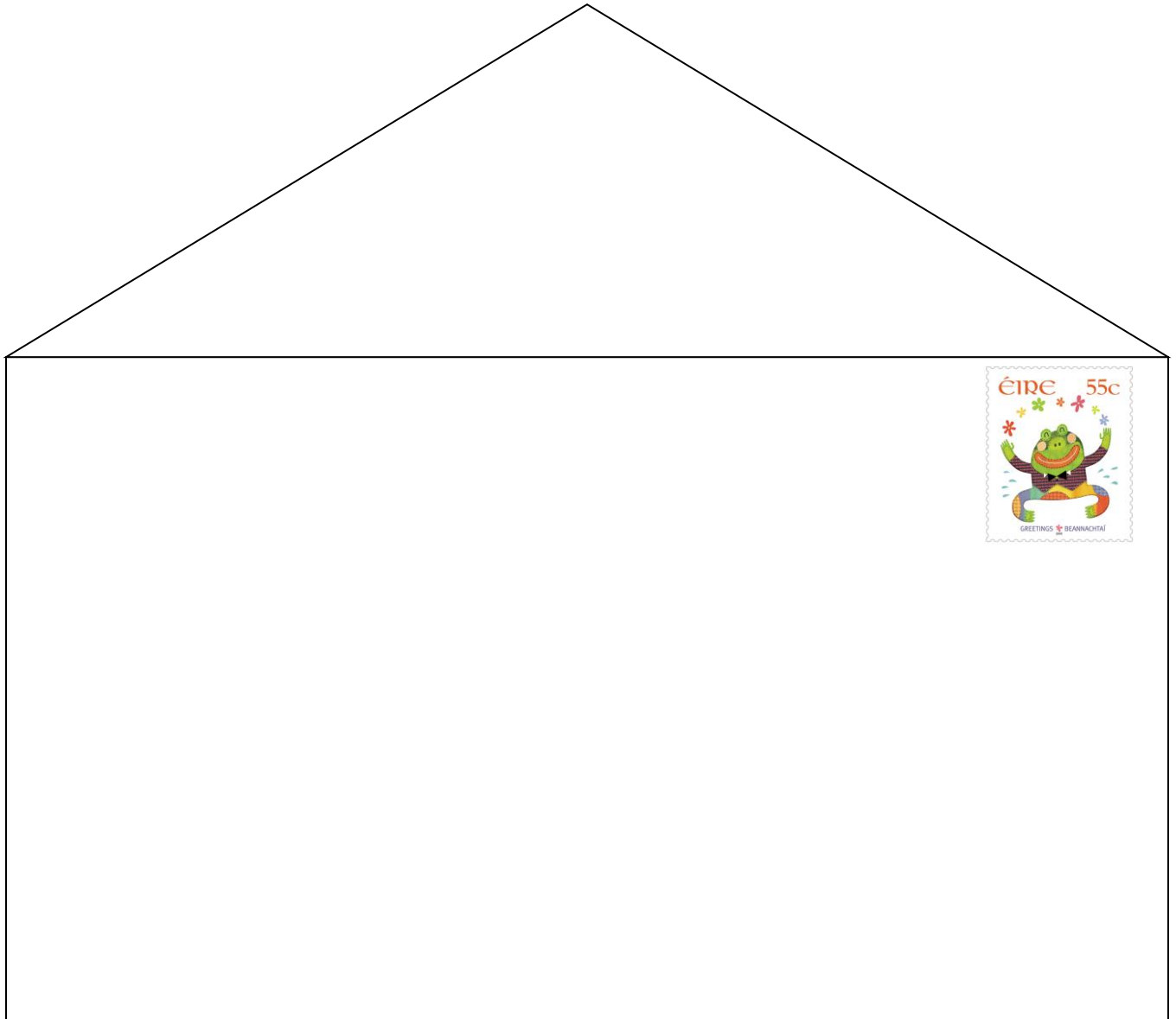
Apple crumble

2 lb cooking apples
1 lb sugar
1 lb flour
4 oz butter



Write notes and messages needed for simple tasks
W1

Address this envelope to someone you know



Write notes and messages needed for simple tasks
W1

Fill in this form with your personal details

USE BLOCK CAPITALS

Surname	<input type="text"/>
First name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
DOB	<input type="text"/>

Write notes and messages needed for simple tasks

W1

Membership Application



DVD World

First name: _____

Surname: _____

Title: Mr Mrs Miss Ms

Address: _____

Contact number: _____

DOB: _____

I am applying for membership of DVD World. I agree to abide by the rules of DVD World. The information given above is correct.

Signature: _____

Date: _____

Write notes and messages needed for simple tasks
W1

Zoom Delivery Company



Job Application Form

Last name: _____

First name: _____

Address: _____

Are you: Single Married Divorced

DOB:

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

Valid driving license: YES NO

Write notes and messages needed for simple tasks

W1

On the next two forms which are copies of the one you have just completed, you will now read the information on these two people, and fill the forms with their details on them.



This is Phillip Clarke.

He lives at 25 Knotts Terrace, Magnolia Avenue, Tralee, Co. Kerry

Phillip is not married.

He was born on 16th April 1990.

You can contact him on 085-7777232.

He has a full drivers license.



This is Jillian McCleod.

She is married to David.

She lives at Roselawn Crest, Cherryview Road, Co. Galway.

She was born on December 12th 1982. You can contact her on 086-1928374.

Jillian does not drive a car.

Write notes and messages needed for simple tasks

W1

(1)

Zoom Delivery Company
Job Application Form



Last name: _____

First name: _____

Address: _____

Are you: Sngle Married Divorced

DOB:

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

Valid driving license: YES NO

Write notes and messages needed for simple tasks

W1

(2)

Zoom Delivery Company
Job Application Form



Last name: _____

First name: _____

Address: _____

Are you: Single Married Divorced

DOB:

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

Valid driving licence: YES NO

W1

Write notes and messages needed for simple tasks

GET FIT GYM



MEMBERSHIP APPLICATION FORM

Complete this form using BLOCK LETTERS

Surname: _____

Forename: _____

Address: _____

Phone no: _____

DOB: _____

Have you ever used a gym before? YES NO

Signature: _____

Write notes and messages needed for simple tasks

W1

Writing a Cheque

Here are the steps to follow when writing a cheque

1. Write the date on which you are issuing the cheque;
2. Write the name of the person or business to whom you are making payment;
3. Write the amount of the payment in numbers;
4. Spell out the number of dollars and write the number of cents in the form of a fraction, e.g., 50/100 means 50 cents.
5. Sign your name to the cheque.

Sample Blank Cheque:

Anna Chiasson
500 Beaverbrook Ct
Fredericton NB
E4B 2H8

Cheque # 123

(1) 20

Pay to the _____ (2) \$ _____ (3)
Order of _____

_____ (4) / 100 Dollars

*** Bank
123 Waters St.
Fredericton NB
E2B 4H6

_____ (5)

123 456 789 987 654 321

Write notes and messages needed for simple tasks

W1

Write out this cheque for the amount of €250.00

Payable to Peter Mellory

Bank		
		Date: _____
Pay: _____		

		€ <input type="text"/>

Cheque Number 000000	Sort Code 000000000	Account Number 000000000

Write notes and messages needed for simple tasks
W1

Fill in this cheque

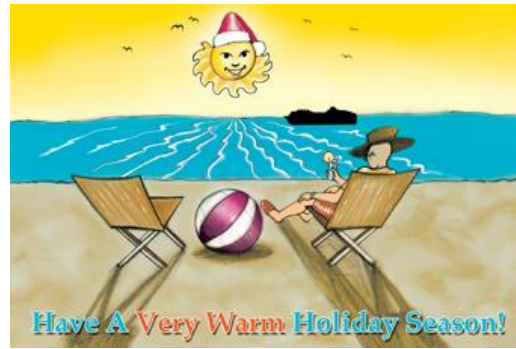
Choose amount and payee name

Bank Name	Sort Code: 00-00-00	
	Date: _____	
Pay: _____		

Cheque Number	Sort Code	Account Number
		€ <input type="text"/>

Write notes and messages needed for simple tasks

W1



Look at the postcard - imagine you are there - now write a short greeting to a friend

Write notes and messages needed for simple tasks

W1

Send a card to a friend...



- Birthday
- Get well
- Thank you
- Just to say hello



What was the occasion? _____

CHOOSE CORRECT CARD FOR OCCASION...

- Write a short message on the card
- Address the envelope
- Post card

*Make a copy of the card and envelope before posting

W2

Drafting Sentences

IT'S ALL ABOUT
ME

Write down 5 sentences which describe yourself.....

1

2

3

4

5

W2
Drafting Sentences



Write 5 sentences which describe your working day...

1 _____

2 _____

3 _____

4 _____

5 _____

W2
Drafting Sentences



EXPRESS YOURSELF!

I care about _____

I have never _____

I can't wait for _____

W2
Drafting Sentences



EXPRESS YOURSELF!

I am looking forward to _____

I can't stand _____

I am sorry that _____



EXPRESS YOURSELF!

I am afraid of _____

I am interested in _____

I am good at _____

I laugh when _____

W2
Drafting Sentences

Write five sentences about this

Start your sentence by saying "This is a....."



1 _____

2 _____

3 _____

4 _____

5 _____

W2
Drafting Sentences



Write five sentences about Ireland
Start your sentence by saying "This is

1

2

3

4

5

W2
Drafting Sentences

Write down instructions for sending a text message

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]



W2

Drafting Sentences

Write down directions for crossing the road safely

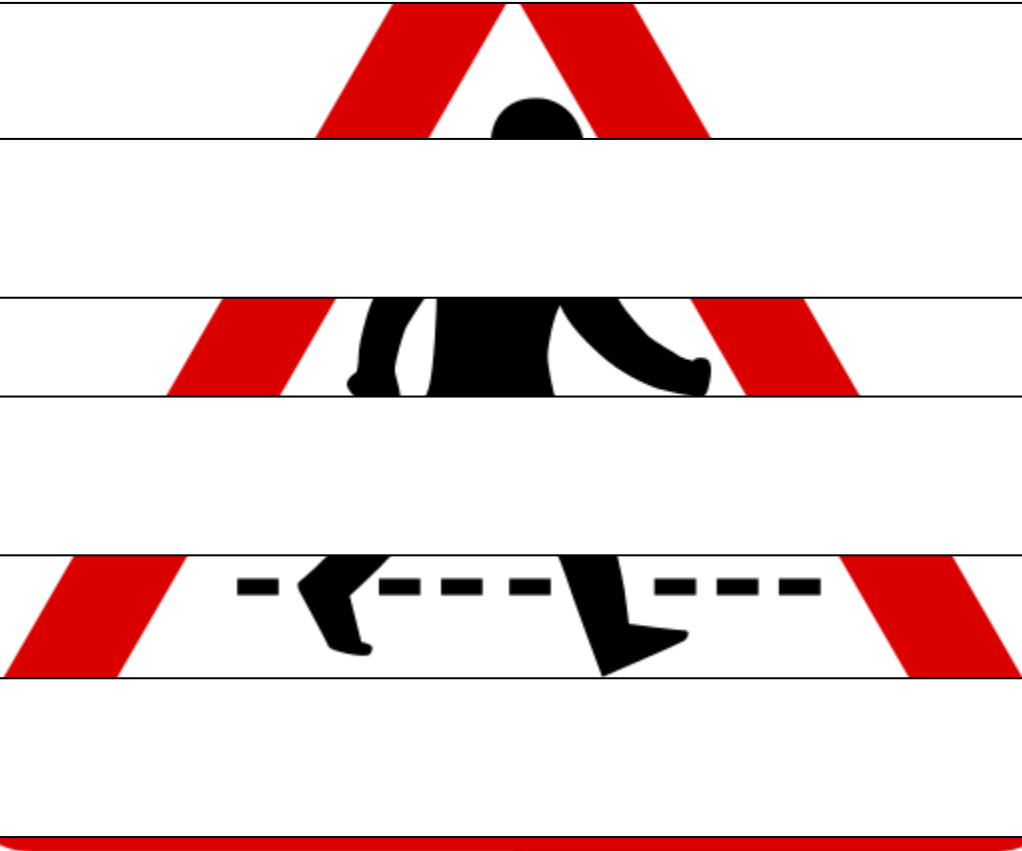
[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]



W2

Drafting Sentences



Each week for 8 weeks, you will keep a journal taking notes of the stories that are making headlines in that particular week.

(You will include this journal as part of your portfolio)

Weekly News Journal

News item

Date:

What media source did you get news items from?

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

W3

Use writing rules appropriately

Making new words

**Use dictionary to help with spelling*



How many words can you make out of:

THE WORLD CUP

1. A farm animal

2. The opposite of dry

3. The opposite of false

4. The opposite of hot

5. The opposite of young

6. What you do with a teapot

7. Part of a sentence

8. A black bird

9. A question word

Harder

A large group of people

Man who saves the day

W3

Use writing rules appropriately



Making new words

*Use dictionary to help with spelling

How many words can you make out of:

HAPPY VALENTINE'S DAY

1. Someone from another planet

2. Very small

3. The opposite of like

4. The opposite of early

5. The opposite of sit

6. Something to put food on

7. A fruit

8. Write on a keyboard

W3

Use writing rules appropriately

Favourite things

Write a list of your favourite things:

- **Colour**
- **Food**
- **Drink**
- **Fruit**
- **Sport**
- **Season**
- **Animal**
- **Hobby**
- **TV show**
- **Singer**
- **Computer game**
- **Place**

For example:

My favourite game is football.....

W3

Use writing rules appropriately

Favourite things

1

2

3

4

5

W3



Use writing rules appropriately

If you're going out for a meal, where do you like to go?

What kind of films do you enjoy watching?

What's the saddest /funniest film you've ever watched?

W3

Use writing rules appropriately

Use this word bank to fill in the next 2 worksheets

cold	t-shirt	wash	coat
shorts	footwear	laundry	for
sandals	cool	try	sunglasses
fold	sweater	boots	dry
gloves	running shoes	keep	fits
hat	scarf	dress	

Use writing rules appropriately

Winter Clothes

On a _____ winter day, it's important to _____ warm. Many people wear a _____ over their shirt. And when they go outside, they put on a warm _____. As well, people put a _____ on their head, _____ on their hands, and a _____ around their neck.



Summer Clothes

In summer, people like to keep _____ . So many people wear _____ instead of pants and a _____ instead of a long-sleeve shirt. As well, people wear _____ to protect their eyes from the bright sun.

Footwear

There are many different types of _____. People wear _____ to the beach, _____ when they exercise, and _____ on rainy or snowy days.

W3

Use writing rules appropriately



Shopping for Clothes

Shopping _____ clothes can be a lot fun. But before you buy anything, you should always _____ it on and make sure it _____.

Laundry

When your clothes get dirty, it's time to do the _____ . First, you _____ the clothes. Next, you _____ them. Finally, you _____ them and put them away.



W3

Use writing rules appropriately

A HOSPITAL is.....



(4 sentences, using correct punctuation and full stops)

Use dictionary to help spell difficult words

1

2

3

4

W3

Use writing rules appropriately



A **BANK** is.....

(4 sentences, using correct punctuation and full stops)

Use dictionary to help spell difficult words

1

2

3

4

W3

Use writing rules appropriately



A **LIBRARY** is.....

(4 sentences, using correct punctuation and full stops)

Use dictionary to help spell difficult words

1

2

3

4

W4

Different forms of writing

Write down instructions for making a **call from a mobile phone**



1

2

3

W4
Different forms of writing

Write down instructions for:



Fire Evacuation Drill when alarm goes off at work

1

<hr/> <hr/>

2

<hr/> <hr/>

3

<hr/> <hr/>

W4

Different forms of writing

Write down instructions for:



GOING OUT DURING WORK HOURS/OUT AT BREAK TIME

1

2

3

Explain why you must do this.....



A sentence must always begin with a capital letter

TRUE FALSE

You don't have to use commas when you write

TRUE FALSE

You don't need to use full stops

TRUE FALSE

A full stop is in the middle of a sentence

TRUE FALSE



You need to put a comma in when a sentence is long

TRUE FALSE

When you are asking a question through writing, you

need to put in a question mark

TRUE FALSE

This is a .

full stop comma

This is a ?

question mark comma