

**Suggested teaching Components**

- Write personal information correctly in appropriate place on a very simple form
- Write numerical information correctly in appropriate place on form
- Spell familiar vocabulary correctly e.g. name, suburb, month
- Complete a very simple formatted text

**Suggested Themes, Topics and/or Experiences**

Personal information, formats of forms

**Suggested Assessment Tasks**

- Complete a very simple formatted text following simple instructions, e.g. Use block letters.
- Complete a simple grid
- Write letters or words from a list of spoken words

**Sample Strategies****Teacher directed**

- Model language appropriate to simple forms, e.g. last name, surname
- Model placing information completely and correctly on a variety of authentic and/or simplified forms, e.g. permission notes, library cards
- Model conventions, e.g. use block letters

**Joint/guided**

- Conduct class surveys (students spell names for recording) and complete a grid
- Match and record personal information with appropriate prompt cards, e.g. Family Name: Lu, Age: 13
- Listen to and record personal information on grid
- Complete dictation or simple Dictagloss based on personal information

**Independent**

- Complete a simple formatted text based on own personal information
- Complete simple formatted texts from interviews with others
- Rewrite from all lower case to all upper case