

Language Arts
Level 2.0-3.9
Beginning Basic Education

Learner	Coach	Date	
Standard 9: Demonstrate beginning knowledge of the conventions of standard written English.	Hours of Instruction	Mastery Level %	Date & Initials
09.01 Write short sentences from dictation.			
09.02 Write (copy) dates, days of the week, months of the year, and numbers.			

Standard 10: Apply rules of capitalization.	Hours of Instruction	Mastery Level %	Date & Initials
10.01 Capitalize the greeting and closing of a letter.			

Standard 11: Apply rules of punctuation.	Hours of Instruction	Mastery Level %	Date & Initials
11.01 Use a comma between city and state and between the day of the month and the year.			
11.02 Use a comma after the greeting and after the closing of a friendly letter.			
11.03 Use commas to separate words in a series.			
11.04 Use an apostrophe to form contractions.			

Standard 12: Apply basic grammar concepts and rules.	Hours of Instruction	Mastery Level %	Date & Initials
12.01 Identify the subject and predicate within a sentence.			
12.02 Write the singular and plural form of nouns.			
12.03 Write original declarative sentences having compound subjects and/or predicates.			
12.04 Write the appropriate forms of common regular and irregular verbs e.g. am/is/are, was/were, etc.			
12.05 Make nouns and pronouns agree.			
12.06 Distinguish the uses of “the,” “a,” and “an.”			

Standard 13: Organize information.	Hours of Instruction	Mastery Level %	Date & Initials
13.01 Assign words to appropriate lists based on similarities in definition, structure, or part of speech.			
13.02 Generate headings for words grouped by commonalities.			
13.03 Identify sentences and non-sentences.			
13.04 Tell an event in chronological order.			

Standard 14: Communicate ideas and information through the writing process.	Hours of Instruction	Mastery Level %	Date & Initials
14.01 Make a plan for writing that includes a central topic and at least two related ideas.			

14.02 Draft and revise simple writings that express ideas clearly.			
14.03 Compose a short letter and address an envelope.			
14.04 Complete a simple form stating personal information, e.g. name, complete address, telephone number, date of birth, employer, and emergency contact.			
14.05 Write from personal experience.			
14.06 Compose simple sets of introductions for tasks using logical sequencing of at least three steps.			

Standard 15: Use speaking strategies effectively.	Hours of Instruction	Mastery Level %	Date & Initials
15.01 Use eye contact and simple gestures to enhance communications.			
15.02 Present orally written assignment.			

Standard 16: Demonstrate familiarity with computers and computer terminology.	Hours of Instruction	Mastery Level %	Date & Initials
16.01 Open and close basic computer programs (or apps) appropriately.			
16.02 Identify and access a web address.			

STOP! Please contact ABE staff for a learner assessment before continuing!

Adapted from the Florida Department of Education ABE Performance Standards