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| **Minor Award Name** | Writing |
| **Minor Award Code** | M2C02 |
| **Level** | 2 |

**Some suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Write notes and messages needed for simple tasks, e.g.  *addressing an envelope, writing a cheque* | Teaching and learning workbook | ***Putting Pen to Paper*** - suitable for basic level 2 students. Includes excellent step by step approaches to writing lists, notes, cards, postcards, addresses, personal letters, formal letter, filling in forms. | Sinead Hawkins  / NALA | Can be downloaded at <https://www.nala.ie/resources/putting-pen-paper-writing-workbook> |
| Writing notes and messages | Web resource | A series of writing tasks with two very useful sample messages to look at first. Includes 4 postcard-writing tasks, 5 notes/messages, and 3 text message tasks. | Ginette Kriche (contributor to Skillworkshop) | <http://www.skillsworkshop.org/resources/e1-writing-practice-notes-messages> |
| Write, including drafting, at least five sentences so that they  convey meaning or information, e.g. *to a friend arranging a*  *meeting or giving directions* | Printable lessons | Factsheets and exercises on writing and understanding instructions/ directions | BBC Skillswise | <http://www.bbc.co.uk/skillswise/topic/instructions/resources/e1-e2> |
| Writing – planning and drafting | Online document | Sample activities and ideas for tutors when teaching writing – including planning, drafting, organising paragraphs, sequencing in logical order, proof-reading etc. | Excellence Gateway – The Education and Training Company | <http://repository.excellencegateway.org.uk/fedora/objects/import-pdf:9688/datastreams/PDF/content> |
| Use the rules of writing appropriately, e.g. *spelling familiar words*  *accurately, checking the spelling of less familiar words, using*  *capitals and full stops* | Book | **Word Play** - The word games in this book involve a range of spelling techniques and give opportunities for using and extending vocabulary. Most of them can be adapted to be played at different levels of difficulty and by any number of people. Great for warm up activities or can be used to reinforce phonics, spelling practice, decoding. | Brown and Brown, Publishers Brown and Brown | <http://www.brownandbrownpublishing.co.uk/pubs/workbooks_cards/main_word_play.htm> |
| Spelling | Book of worksheets | Spelling Worksheets, a book of A4 photocopy masters, contains 43 sheets of exercises and information on a range of spelling problems. Most of the sheets are in the same format. Each starts with a short explanatory note about the spelling or topic under consideration, continues with a set of exercises and, in most cases, ends with writing tasks based on the spellings covered. Some topics take a single page; others extend to two or more pages.  Among the topics covered are: sounds & their spellings; syllables; roots/prefixes/suffixes; proof reading; plurals; using your name & address; how to use a dictionary. | Brown & Brown | <http://www.brownandbrownpublishing.co.uk/pubs/worksheets_4_copying/main_spelling_worksheets.htm> |
| Spelling | Book of worksheets | Spelling in Practice contains over 40 photocopiable worksheets.  The worksheets are grouped in three sections. The first section contains four sheets of information on spelling: a basic way of learning a spelling; a list of 100 key words; vowel sounds & their spellings; consonant sounds & their spellings. The second section provides exercises on spelling basics: key words; single vowels; single & doubled consonants; silent letters. In the third section, examples of everyday writing tasks give practice in spelling commonly-used words. Topics covered include: days, months & numbers; names & addresses; family relationships; writing notes, text messages, postcards, e-mails and letters; making a shopping list; spotting spelling errors in familiar signs & notices; word puzzles. | Brown & Brown | <http://www.brownandbrownpublishing.co.uk/pubs/worksheets_4_copying/main_spelling_in_practice.htm> |
| Spelling | website | ***Puzzlemaker*** -Personalise your work - make free word searches and crosswords to reinforce new vocabulary. | Discovery Education | [www.puzzlemaker.com](http://www.puzzlemaker.com) |
| Spelling | Online spelling game | Free online interactive look, cover, write and check. Powerful online spelling tool – uses the look, cover, write and check method – but typing instead of writing! Teachers and pupils can create their own lists or adapt and choose from many built in lists. | Ambleside primary | <http://amblesideprimary.com/ambleweb/lookcover/lookcover.html> |
| Using a dictionary | Book | ***Everyday English – Practical Activities in Living Language and Communication Studies***- Book B and C. Aimed at Primary School children, this, however can be used successfully with adult learners. While not all sections are relevant, does have some really nice exercises in using a dictionary. Other useful worksheets include reading signs, Using a Calendar, Filling out Forms, Reference Books, Maps, Using a Contents Page, Understanding Advertisements, Understanding a School Timetable, Following Directions | Peter Clutterbuck Published by User Friendly Resources. | <http://www.otb.ie/index.php/retail-sectionxmthe-shopxm/search?keyword=everyday+english&limitstart=0&option=com_virtuemart&view=category&virtuemart_category_id=0> |
| Punctuation | Workbook | ***Brushing up – improving your spelling, grammar and punctuation***  Brushing Up is a learning support workbook for learners and covers the basics of spelling, grammar and punctuation. It is designed as a starting point for learners to use either on their own or with the support of a tutor. Suitable for level 1 and level 2 | NALA | Available for download at <https://www.nala.ie/resources/brushing> |
| Punctuation | Workbook | ***Punctuation 1 and 2***. 30 Photocopiable worksheets for Adult Learners – practice using capitals, full-stops, question marks, commas and apostrophes. | Butterworth and Cane | [www.nala.ie/resources](http://www.nala.ie/resources) lists Punctuation 2 by the same authors. Online seller for Punctuation 1 not currently traceable. |
| Use a range of different forms of writing to suit purpose and  audience, e.g. *instructions involving three steps, a short journal*  *entry on an event or experience* | Lesson plan | An activity to get learners used to the concept of writing instructive text. It can be used as an introduction to the topic of ‘Purpose of Text’ and is easily adaptable to different contextualised areas e.g. instructions on how to: hang a door; insert hair rollers; change a tyre; make a bouquet etc.  The activity also encourages the learners to focus on planning their work, layout, writing in complete sentences and spelling, punctuation & grammar. | Kereen Smith – contributor to Skills Workshop | <http://www.skillsworkshop.org/resources/purpose-text-club-sandwich-instructions> |
| Use a range of different forms of writing | Downloadable pack | A pack of differentiated resources. It takes the learner through: the layout of formal and informal letters, formal and informal language, typical vocabulary for formal letters, sentences and paragraphs, writing a range of letters, revision and/or assessment exercises. | Jill Machin – contributor to Skills Workshop | <http://www.skillsworkshop.org/resources/letter-writing-pack> |
| Use a range of different forms of writing | Downloadable writing pack | Seven proof reading exercises that can be used as warm ups or as a main teaching focus. Each text includes spelling, grammar and punctuation errors. Two of the exercises also include paragraphing practice.  The different exercises are designed to expose students to a variety of text formats, giving them an idea of the kind of contextual content and the tone of formality or informality to use and include. Discussion on these points can be used to prime those who are unsure of what to include in their own writing work. Text types include two formal letters, a report, emails and more. Would be useful with a strong level 2 class, or could be adapted for weaker students. | Rajal Naik- contributor to Skillsworkshop | <http://www.skillsworkshop.org/resources/proof-reading-functional-english> |
| Writing Resource that covers a range of learning outcomes | Interactive website | **Write on**: a free online e-learning site that offers learning and accreditation options in reading, writing, numeracy, ICT and personal development. There are hundreds of free resources in the form of videos and downloadable worksheets at [resources.writeon.ie](https://www.nala.ie/news/resources.writeon.ie) to complement the interactive content. | NALA | [www.writeon.ie](http://www.writeon.ie)  (may have a small glitch on website. After logging in – choose level 2 and you may need to refresh your page to access level 2 resources) |
| Writing Resource that covers a range of learning outcomes | Website - online resource of worksheets and lesson plans | ***Skillsworkshop*** - Website with free adult literacy and numeracy resources. Over 2000 free downloadable resources aimed at a variety of levels. The search function allows you to search for the appropriate level. Writing worksheets include planning and composing, drafting, punctuation, language style, purpose and proofreading.  Excellent resource. | Site owned by Maggie Harnew – contributions from a wide variety of tutors/educators. | [www.skillsworkshop.org](http://www.skillsworkshop.org) |
| Writing Resource that covers a range of learning outcomes | Resource pack | ***Working on Words – A resource pack*** - A collection of worksheets with ideas and suggestions for working on reading and writing. Reading comprehension, sounds, vocabulary, advertisements, recipes, medicine labels, (better for reading)  Writing –notes, messages, postcards, greeting cards, punctuation. | Pauline Hensey - City of Dublin VEC (1999) | <http://www.abebooks.com/book-search/title/working-on-words-a-resource-pack/> |
| Writing Resource that covers a range of learning outcomes | Graded teaching book | ***Skillbuilders writing level 2***. A series of graded teaching books. All the tasks are set in three workplaces. This book is targeted at students at level 2 of the National Framework Levels – QQI level 2. Teaching materials include writing diary entries, descriptive writing, writing instructions, postcards, writing formal letters, addressing envelopes, job applications, letters, homonyms, notes, instructions, greeting cards and proofreading. | Axis Education | [www.axiseducation.ie](http://www.axiseducation.ie) |
| Writing Resource that covers a range of learning outcomes | website | Free Printable English worksheets for English language and basic literacy students. Some are more basic than level 2 but many can be adapted and many will be useful. Worksheets include: phonics, contractions, homonyms, punctuation, crossword puzzles, Some of the worksheets are aimed at younger learners but will work well with adults too. | English for Everyone | [www.englishforeveryone.org](http://www.englishforeveryone.org) |
| Writing Resource that covers a range of learning outcomes | Learner Workbook | Learner Workbook 1 and 2 supporting ***the really useful guide to words and numbers*** TV series – Workbooks covering a range of reading and writing skills – mostly at level 2. Range of SLOs and different topics covered. | NALA | Can be downloaded from <https://www.nala.ie/resources/search?keys=really+useful+guide&=Search> |
| Writing Resource that covers a range of learning outcomes | Learner Workbook | ***Read Write Now 1, 2, 3, 4, 5*** – Learner Workbooks supporting the TV series. Workbooks covering a range of reading and writing skills – mostly at level 2. Range of SLOs and different topics covered. | NALA | Can be downloaded from <https://www.nala.ie/resources/search?keys=read+write+now&=Search> |
| Writing Resource that covers a range of learning outcomes | Online past exam papers for Trinity ESOL exams | Level 1 reading and writing papers give some lovely tasks and ideas for teaching and assessment. A stronger class would be able to tackle some of the level 2 papers. Level 1 writing papers include writing notes, postcards, messages, Level 2 writing papers include longer sections on writing emails, notes, incident report forms, letters and more. | Trinity College London | <http://www.trinitycollege.com/site/?id=3032> |
| Writing Resource that covers a range of learning outcomes | Web links to specific workbook pages | A compilation ***online*** of many of NALA’s worksheets taken from the ***Read Write Now*** series. Each web link opens at a printable worksheet from the Read Write Now series. Has already been categorised into spelling, punctuation and writing practice. Writing practice worksheets include writing formal and informal letters, writing postcards, envelopes, messages and more. | NALA | <https://www.nala.ie/tutors/worksheets> |
| Writing resources that cover multiple learning outcomes | Interactive Website | ***Literacy Tools*** A Compilation of print and online exercises for students up to level 3. Writing resources include writing postcards, letters, notes, punctuation an more | NALA | [www.literacytools.ie](http://www.literacytools.ie) |
| Writing resources that cover a wide range of Learning Outcomes | Printable and online worksheets | ***BBC Skillswise*** Arranged in order of level. All resources are printable and give explanations followed by worksheets and quizzes. Contains resources on planning, paragraphing, format and style, editing, proofreading, handwriting. Sentence grammar section also contains punctuation practice. | BBC Skillswise | <http://www.bbc.co.uk/skillswise/topic-group/reading> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Adult Literacy Association | www.nala.ie |
| Education and Training Boards | http://www.etbi.ie/etbs/directory-of-etbs/ |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie) |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/> |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie) |
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**Other Resources:**

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| **MOOCs (Massive Online Open Courses)** | |
| Online courses delivered mainly by Universities and Colleges worldwide.  Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?  <https://www.youtube.com/watch?v=eW3gMGqcZQc>  Providers of MOOCs  e.g.  <https://www.mooc-list.com/>  <https://www.coursera.org/>  <https://www.udemy.com/>  <http://www.extension.harvard.edu/open-learning-initiative>  <https://www.uclaextension.edu/pages/search.aspx?c=free+courses>  <http://oyc.yale.edu/> |