

Writing Level 1

These checklists are examples only. Please adapt the contents to suit the contexts of individual learners and your organization.



Skills and Goals Checklist

Learner can...	Yes	No	Would like to learn	Portfolio item that shows mastery of this skill
Hold and use a pencil or pen comfortably.				
Print all letters of the alphabet in upper and lower cases.				
Copy new words accurately.				
Learn new words to spell from memory.				
Write and say new words by decoding and grouping sounds.				
Write simple sentences using a capital, subject, predicate, and punctuation.				
Use articles a, an, and the.				
Write short sentences to ask a question and use punctuation.				
Create a set of basic directions, e.g. steps in a recipe.				
Write numbers in words from one to one hundred.				
Complete a simple form (e.g. application for a library card).				
Write a list of important names and telephone numbers.				
Write a shopping list using a grocery store flyer.				
Write a message, note, invitation, or postcard.				
Identify and write key words from a story.				
Understand that writing is a process.				
Use the computer keyboard to type letters, numbers, and words.				
Use the computer to search for spelling practice websites.				
Use a beginner's dictionary online or in hard copy.				
Identify symbols and write the meaning, e.g. traffic signs, toxic chemicals, computer icons/apps				