

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Functional Adult English Literacy
Programme

Learning to
Write

Learner's Workbook

PREFACE

This workbook has been designed for adults who are just learning how to write and want to practise their handwriting and writing skills. The workbook has been written based on recommendations from teachers who participated in piloting the literacy modules. Most of the tasks and exercises were written and used by teachers from previous adult literacy classes based on the adult learners' demands. In some of the classes the learners' felt the need to first learn how to write well before proceeding with other classes.

The goal for this workbook is to provide the learners with opportunities to practise their writing skills using clear, relevant and practical exercises. Tips and ideas for basic writing will be provided. The book starts with simple letters and basics of writing, and as learners gain more confidence, real life examples used in various daily activities are introduced.

Writing is an individual skill but some tasks will be practised in groups while others will require each learner to do the individual tasks required. Facilitators are encouraged to work at the learner's pace and bring their own examples or use learners' examples to encourage writing.



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Notes to the facilitator/teacher

It is important when we learn to form letters that we write them in the correct direction. This helps us to write more quickly when we have mastered forming letters. We also want to give our adult learners lots of practise using different styles of learning.

For each letter, the facilitator can use the following steps to practise letter formation before using a pen in our books.

Teaching letter formation

- Draw up 4 horizontal lines on the board.
- Say the letter. For example “a”.
- Write a large letter “a” on the board in the correct position on the lines. See the chart at the end to help you.
- Show how the letter is formed and use describing words. Use your finger to trace the letter saying in English or mother tongue “round, round, round, up and down” as you do it.
- Repeat

Ask the learners to do the following:

- Use their index finger, and trace the letter in the air also saying “round, round, round up and down”. Do this several times. Trace a large letter “a” in the air 10 times. Trace a small letter “a” 10 times.
- Trace the letter on the book.
- Close their eyes and trace the letter in the air and on the book.
- Stretch their hands, write the letter and check it.
- Write the letter several times on the line.

Additional activities

Write the letter again in another colour. If you can, change from a pen to a pencil or from a blue pen to a black pen

When the learners are practising the letters and numbers, observe the writing. Are the learners following the correct direction for letter formation? Look particularly at number 8.

Introduction

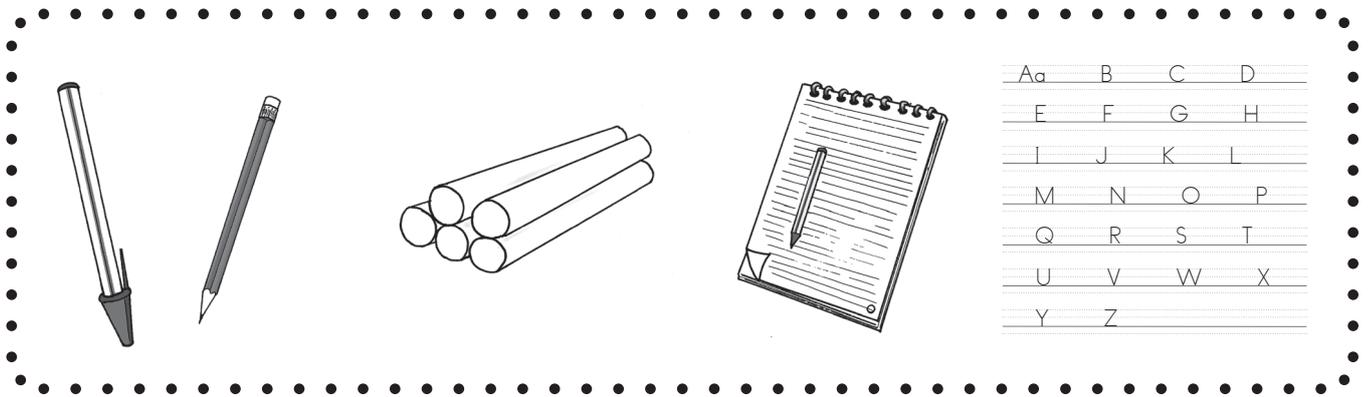
What is writing?

Writing is when you use a tool to put your thoughts, information or ideas into words or symbols on paper or board.

In today's world, technology tools are also used to write. This includes using our fingers to type or write messages on cell phones,

Writing is about talking using paper and pen.

Examples of tools we use to write are pens, pencils and chalk.



Why do we write?

Some of the reasons why we might need to write something down:

To keep a record of something that is important – birth date, important dates such as Independence Day, list of people who attend a training course, meeting and so on.

To give information (fill in forms about ourselves, ID cards, writing a note to school about your child).

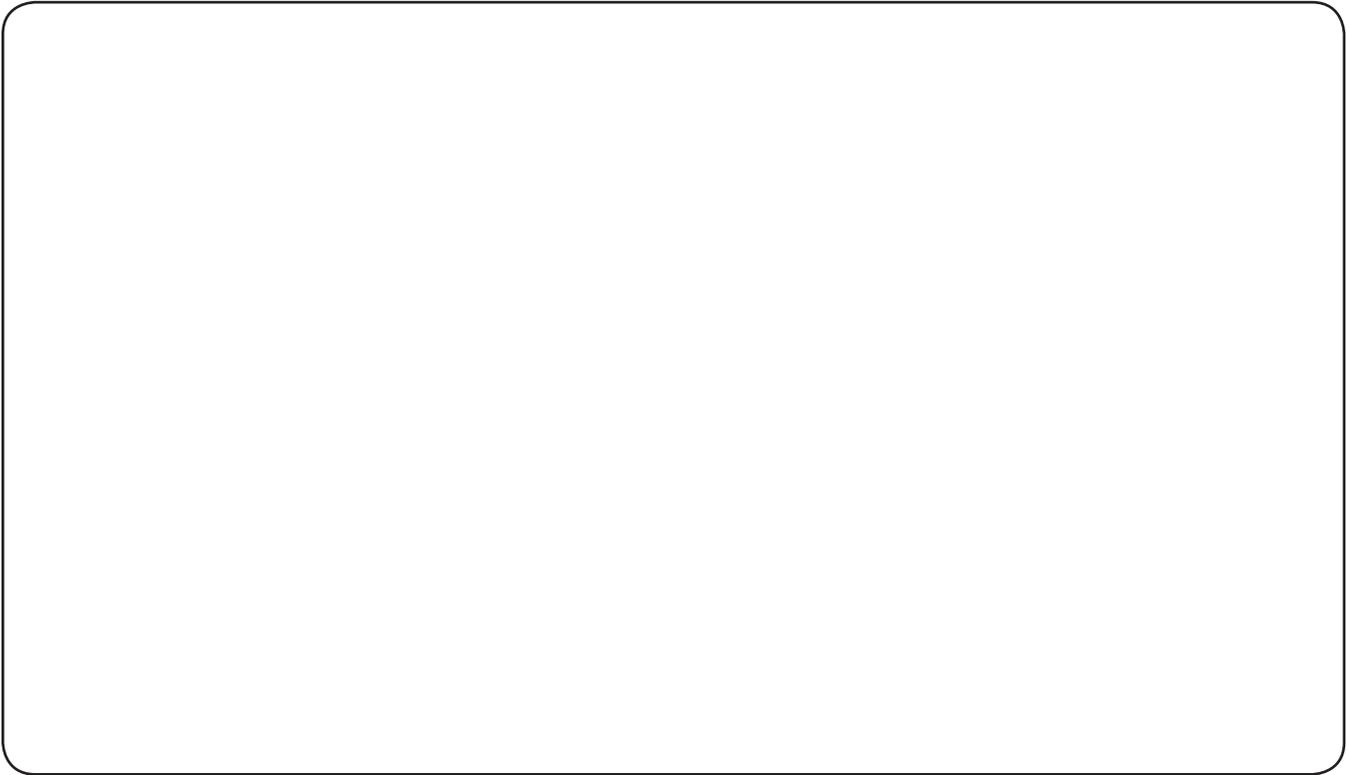
To get information; for example, when applying for a job.

To help you remember – shopping list, doctors appointment, phone messages.

To keep in touch – letters to family or friends.

Group task

1. In your groups think of other reasons why people write and give examples. Your teacher will help you write them down. As a group, draw a picture that can be used to represent the reasons why people write.



Individual task

2. What are some of the reasons you want to learn how to write? Write those reasons in the spaces provided below.

Getting ready to write

Starting to write can be hard for adults who have never written before. If you are new to writing, here are some tips/advice to help you get started:

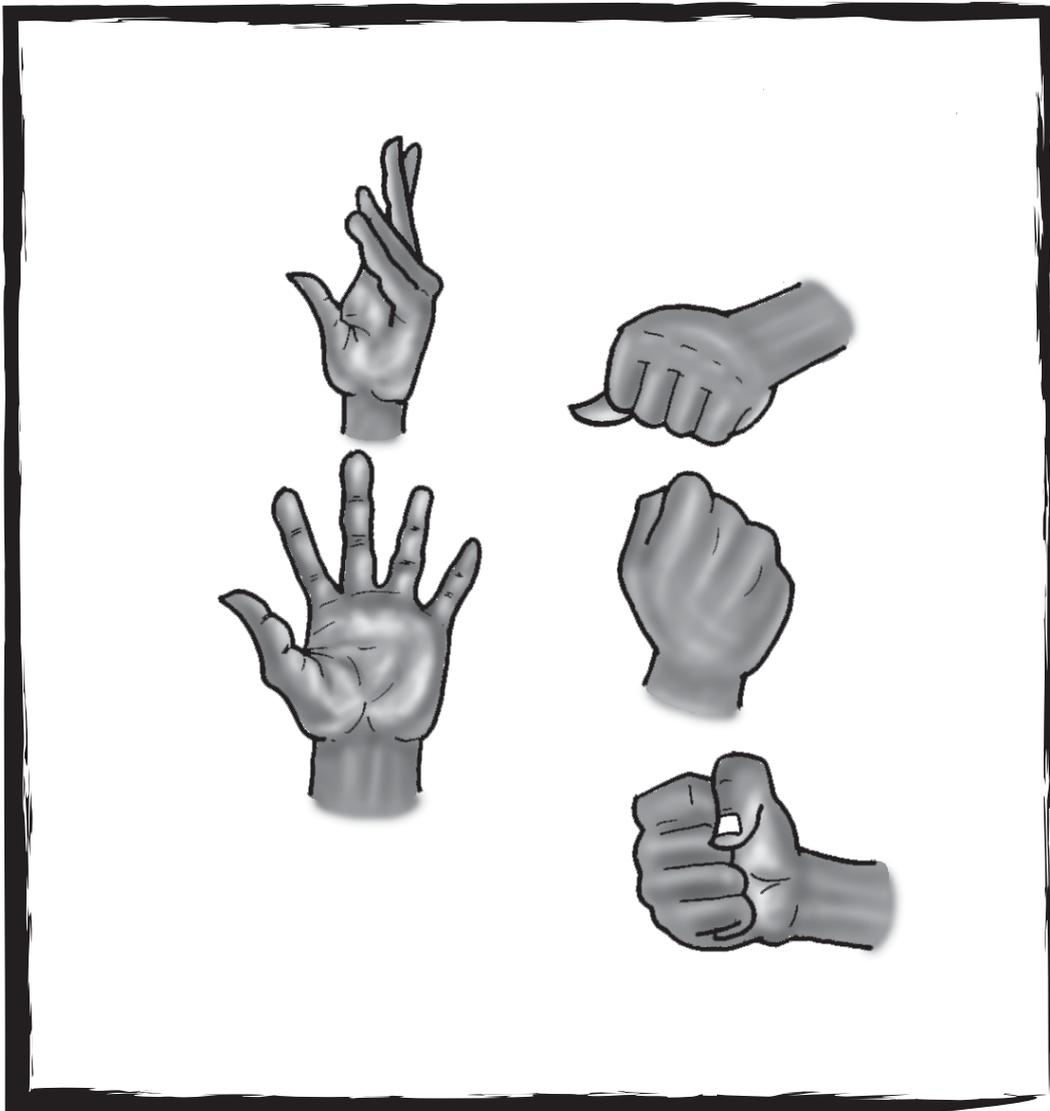
1. Are you seated comfortably?

Find a comfortable space, a comfortable seat and a table or surface to rest your hands easily.

2. Do your hands feel a little stiff?

If you have not written for a long time, your hands might feel stiff. Some warm up exercises will help your hands relax.

- Wiggle your fingers and hands
- Make a fist and stretch out your hands



3. Choosing and holding your pen

- Choosing the right pen is like choosing the right tool to use on the farm. The right pen can help you write clearly and cleanly.
- Choose a pen that you feel comfortable to hold and write with.
- Use the hand that you feel most comfortable with. It may be your right hand or your left hand.
- Hold your pen firmly between your first finger and thumb.
- Use the second finger as a cushion under the pen.
- Put the remaining fingers under the second finger.
- Use the other hand to hold the paper or book steady.

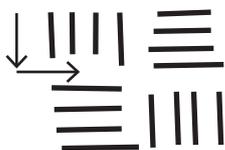


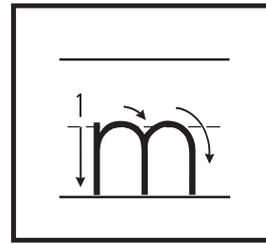
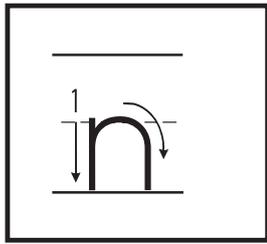
Shapes that will help your handwriting

Practise writing these shapes in your book. Start at the dot.



Join these patterns to make new patterns.





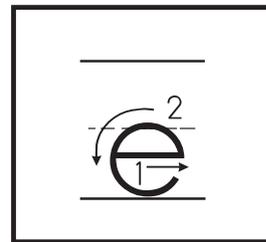
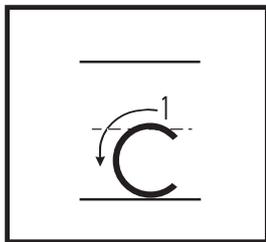
n n n

m m m

n m n m

man man

and and



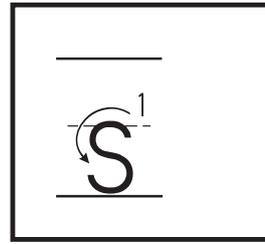
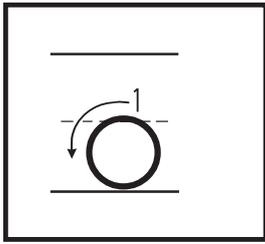
c c c

e e e

ce ce

me me

name name

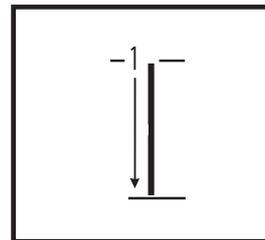
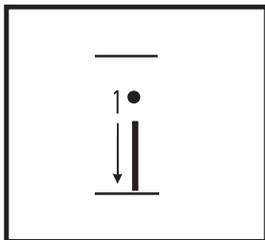


o o o o

s s s s

on on

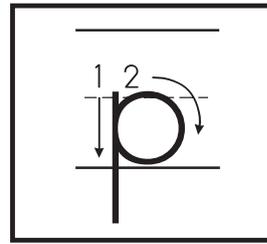
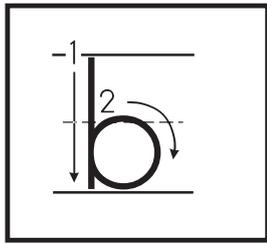
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i i i i

l l l l

il il



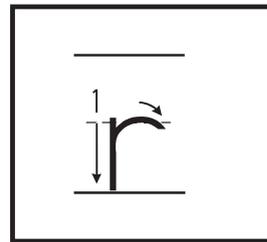
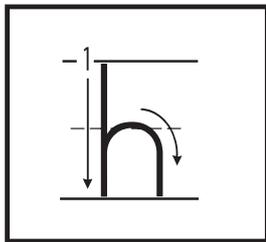
b b b b

p p p p

b p b p

ball ball

pen pen

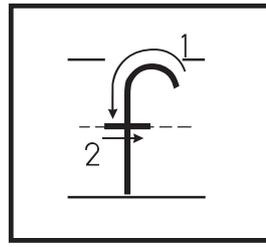
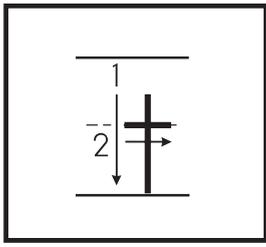


h h h h

r r r r

hr hr

her her

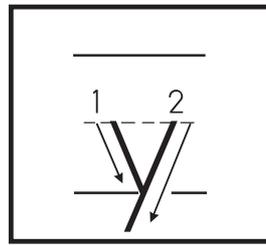
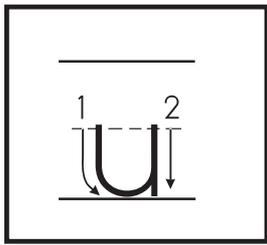


t t t t t

f f f f f

the the

fish fish

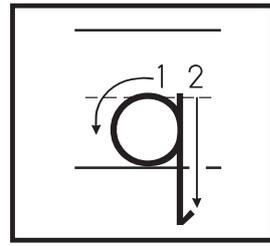
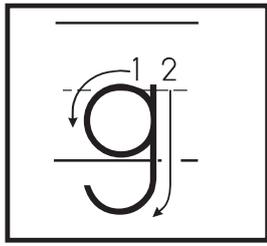


u u u u

y y y y

uy uy

yes yes



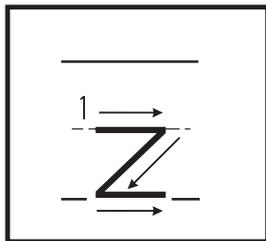
g g g g

q q q q

g q g q

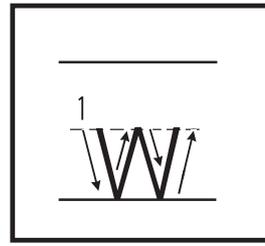
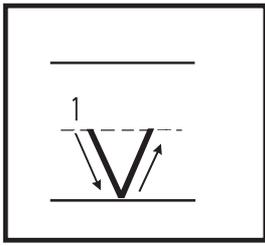
green green

queen queen



z z z z

zip zip

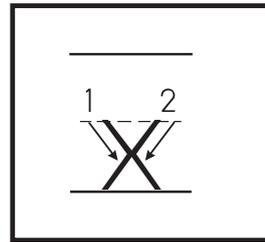
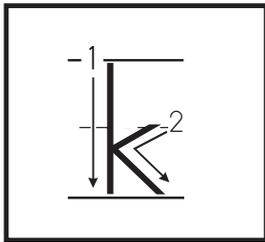


v v v v

w w w w

vwvw

village village



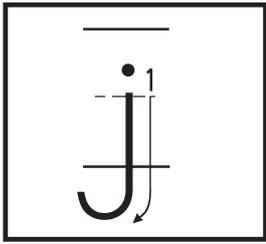
k k k k

x x x x

kx kx

kite kite

box box



j j j j

jacket jacket

Remember

1. The following letters should be written small.

a c e i m n o r s u v w x z

2. The following letters are tall.

l t h b f k d

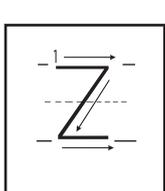
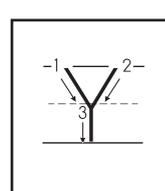
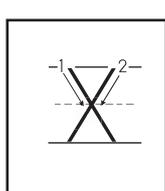
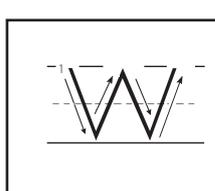
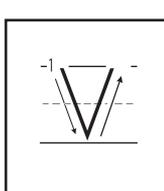
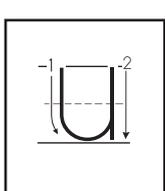
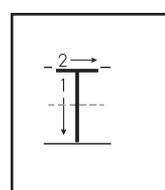
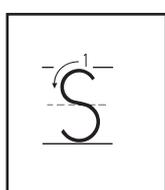
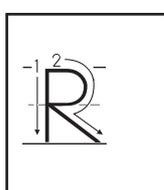
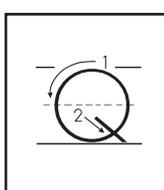
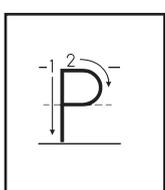
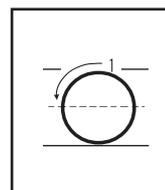
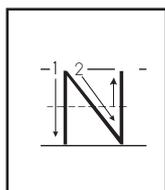
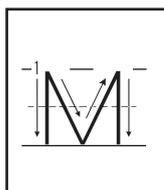
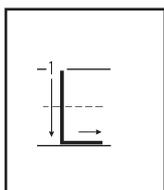
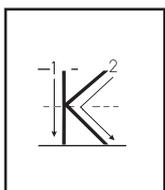
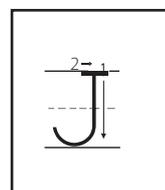
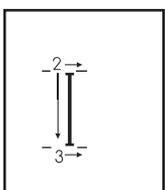
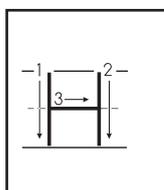
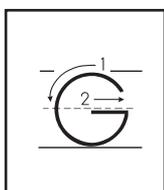
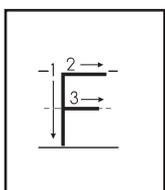
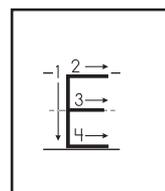
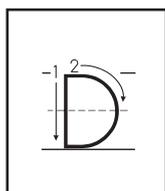
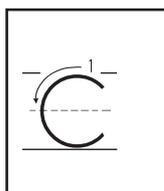
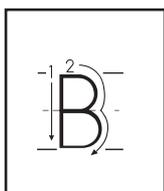
3. These last group of letters have their stems going below the line.

g j q y p

Capital letters

Capital letters are also called big letters or uppercase.

A B C D E F G H I J K L M N
O P Q R S T U V W X Y Z



Practise forming capital letters

Follow the facilitator's instructions to practise the shapes of each letter.

Some of the letters are written with only one stroke of the pen. Practise forming these letters in the spaces provided below or in your books. Practise forming them with only one stroke.

C L O S U V W Z

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

With two strokes, practise forming the letters below.

B D G J K M N P Q R T
X

.....
.....

.....
.....

.....
.....

.....
.....

.....
.....

With 3 strokes, practise forming these letters.

A F H I Y

Handwriting practice lines for the letters A, F, H, I, and Y. Each letter is followed by a set of three horizontal lines: a top dotted line, a middle solid line, and a bottom dotted line. There are three such sets of lines, one for each letter.

With 4 strokes, practise this letter.

E

Handwriting practice lines for the letter E. The letter is followed by a set of three horizontal lines: a top dotted line, a middle solid line, and a bottom dotted line. There are three such sets of lines, one for each letter.



Task

Fill in the gaps with the missing capital letter.

A	_	C	_	E	_	G	_	I	_
K	_	M	_	O	_	Q	_		
S	_	U	_	W	_	Y	_		

A	_	_	_	E	F	_	H	I	
J	K	L	_	N	_	_	_	_	
_	T	U	V	_	X	Y	Z		

Which letters are hard for you to write?

Practise those letters in the space provided below.

.....
.....

.....
.....

.....
.....

.....
.....

Practise small and capital letters



Task 1:

These capital letters and small letters are the same shape.

Cc Kk Oo Pp Ss Uu Vv Ww Xx

Zz

Copy the letters on the lines below.

These letters change their shape.

Aa Bb Dd Ee Ff Gg Hh Ii Jj Ll

Mm Nn Qq Rr Tt Yy

Copy the letters on the lines below.

These letters change their position on the line.

Gg Jj Pp Qq Yy

Copy the letters on the lines below.



Task 2:

Write the small letter next to the capital letter.

A a B C D

E F G H

I J K L

M N O P

Q R S T

U V W X

Y Z

Write the capital letter next to the small letter.

A a b c d

e f g h

i j k l

m n o p

q r s t

u v w x

y z

When do we use capital letters

1. Names of people

Use capital letters at the beginning of people's names.

Tunda Alison Samson

Hellen Tito Ruben

Abraham Maker Chol



Task 1:

1. Write your names below. Use capital letters at the beginning of each of your names.

2. Look at the names below. Copy the name and write the capital letter in the correct place.

i) nafoni

ii) eromo

iii) aguec

iv) solomom

v) mary

3. Write the names of your family in the space provided below. Ask the teacher for the correct spelling.

4. Write the names of your friends in the space provided below. Ask the teacher for the correct spelling.

2. Names of places

Capital letters are also used when we write the names of places. This includes names of towns, cities, states, countries and addresses where people live.

Examples of cities: Juba, Kampala, Cairo

Examples of towns: Yambio, Bor, Malakal, Torit, Rumbek

Example of countries: South Sudan, Uganda, Ethiopia,

Examples of addresses: Hai Malakal, Hai Cinema

We also use capital letters for nationalities and languages.

Examples of nationalities: South Sudanese, Ugandan, Ethiopian

Examples of names of languages: Dinka, Jur, Zande, English, French



Task 1:

Listed below are the names of the 10 states of South Sudan. Write out the names of the states using capital letters in the right places. Write each state on a different line.

central equitoria	eastern equitoria	unity	jonglei
lakes	northern bahr el ghazal	upper Nile	warrap
western equitoria	western bahr el ghazal		

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



Task 2:

The following task can be done in groups. Each state in South Sudan has a major city or town and a symbol. Use the table below to fill in the major towns and the symbol. The first one has been done for you.

State	State Capital	Symbol
Western Equatoria	Yambio	pineapple



Task 3:

Where do you live? Where you live is also known as your address. We use capital letters in our address.

I live in Hai Malakal in Juba.

Copy down the following addresses using capital letters in the right places.

1. totto chan compound, juba.
2. tongpin area, juba.

Now write down your address below.

I live in _____



Task 4

The Republic of South Sudan shares its borders with 6 countries. Write the names of the countries below using capital letters in the right places.

1. south sudan _____
2. ethiopia _____
3. kenya _____
4. uganda _____
- 5 central african republic _____
6. democratic republic of the congo _____



Task 5:

Answer the following questions

1. What is your nationality?

2. How many languages do you speak?

3. Write down at least 3 languages you speak
 - i) _____
 - ii) _____
 - iii) _____

3. Titles for people

Capital letters are used when writing down the titles used to refer to someone.

Examples for some of the titles we use are:

Mr. is for a man

Mrs. is for a married woman

Ms. or **Miss** is for a single woman

Dr. is for a doctor

Fr. is short for Father or priest

Sr. is short for sister – Catholic nun

Hon. is short for Honourable or important guests



Task 1:

1. Write your name with your title.

2. Now write the names of 2 of your friends with titles.

i) _____

ii) _____



Task 2:

Write the following names using capital letters in the right places.

1. dr. barnabas _____

2. mrs. ayiite _____

3. fr. ben _____

4. sr. margaret _____

5. hon. minister _____

4. At the beginning of a sentence

A sentence is a group of words that make sense when put together. A sentence can be a statement, a question or a command.

All sentences begin with a capital letter.

Examples of sentences:

1. **M**y name is Ben.

2. **T**he sun is shining.

3. **W**e like to read.

5. **C**ome here.

6. **W**hat is your name?

The following sentences do not make sense

Today blue.

It was a.



Task 1

Look at the sentences below. If the sentence is correct, write it out. If the sentence is not correct, put an X in the space provided.

Example

1. My name is Mary. My name is Mary.

2. The cat is. X

3. It is very hot today. _____

4. Live Hai Malakal. _____

5. My wife is. _____

6. Go home. _____

7. This is. _____

6. When using I

Always use a capital letter when writing I.

I am a teacher.

I am a student.

The teacher and I are reading.

My son and I are going to the market.



Task 1:

Write down 3 sentences about things you like.

For example:

I like milk.

1. _____

2. _____

3. _____

Write down 3 things you did today

1. _____

2. _____

3. _____

7. Days of the week

Days of the week begin with a capital letter.

There are 7 days in a week.

- | | |
|--------------|-------------|
| 1. Monday | 5. Friday |
| 2. Tuesday | 6. Saturday |
| 3. Wednesday | 7. Sunday |
| 4. Thursday | |



Task 1:

Copy the days of the week to practise your writing.
What is the day today?

8. Months of the year

Months of the year begin with a capital letter. There are 12 twelve months in one year.

- | | |
|-------------|--------------|
| 1. January | 7. July |
| 2. February | 8. August |
| 3. March | 9. September |
| 4. April | 10. October |
| 5. May | 11. November |
| 6. June | 12. December |

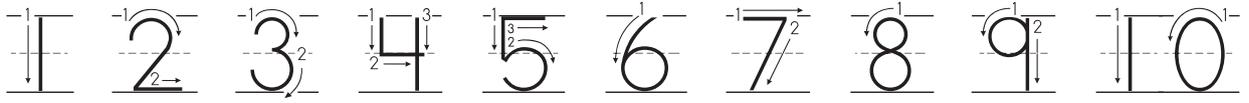


Task 1:

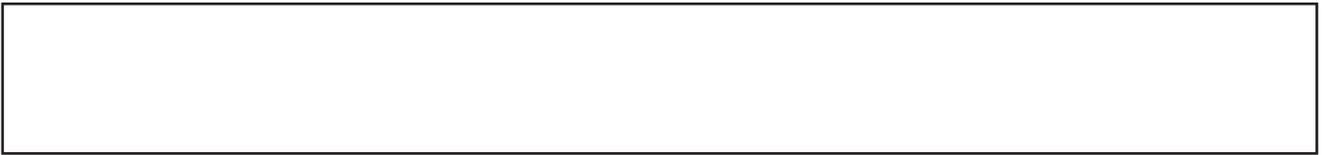
In the space below, copy the months of the year to practise your writing.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

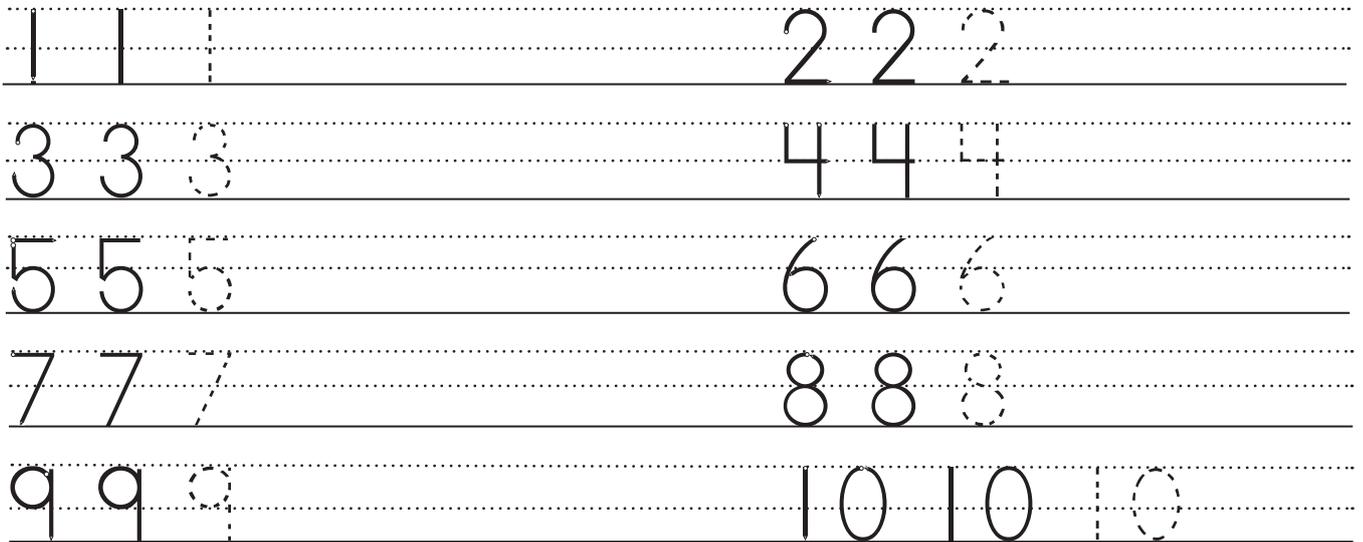
Writing numbers



Follow the facilitator's instructions to practise the shapes of each number.



Practise writing the numbers in the spaces provided.



Practise numbers

Some numbers are written with only one stroke of the pen. Practise forming these numbers in the spaces provided below or in your books. Practise forming them with only one stroke.

1 2 3 6 7 8 9

With two strokes, practise forming the numbers below:

4 5 10



Task 1:

Write the missing numbers

1, 2, __, 4, __, 6, 7, __, 9, __

10, 9, __, 7, __, 5, __, 3, __, 1

The calendar

The calendar is used to show the dates.

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Task 1:

Fill in the missing dates on the calendar:

May						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2					
	9		11			
15					20	21
		24	25			
29		31				

Writing tasks for practice

Filling in forms.

Fill in the ID form with your personal information.



Republic of South Sudan Nationality Certificate

Surname: _____ Sex: _____

Given name: _____

Mothers name: _____

Personal No: _____

Date of birth: _____ Place: _____

Writing the dates

When we write the date, we write the number and the month.



Task 1:

Write the dates for these days:

Christmas day:

Independence day:

Literacy day:

Your birthday:

Writing notes

We often have to write quickly when we want to remember the important parts of a message.



Task 1:

Copy this cell phone message.

Ruben called at 4:00 p.m. He will meet you at the market at 6:00 p.m.

Now copy the message again but you have only 30 seconds to write.

For important messages we may need to write quickly so we need to practise.

Writing a shopping list

Make a list of 6 items you normally buy from the market.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Alphabet and number chart

A a B b C c D d E e

F f G g H h I i J j K k

L l M m N n O o P p

Q q R r S s T t U u V v

W w X x Y y Z z

1 2 3 4 5 6 7 8 9 10

