

Language Arts
Level 4.0-5.9
Beginning Basic Education

Learner	Coach	Date	
Standard 17: Apply rules of capitalization.	Hours of Instruction	Mastery Level %	Date & Initials
17.01 Capitalize proper nouns including days of the week, months of the year, holidays, book and magazine titles, countries, states, rivers and continents.			
17.02 Capitalize titles of books, poems, songs, television shows, and movies.			

Standard 18: Apply rules of punctuation.	Hours of Instruction	Mastery Level %	Date & Initials
18.01 Use a comma before the conjunction in a compound sentence.			
18.02 Use an apostrophe to show the possessive noun.			
18.03 Use a comma to set off a proper name in a direct address.			
18.04 Use comma(s) to set off an appositive.			

Standard 19: Demonstrate competency in spelling.	Hours of Instruction	Mastery Level %	Date & Initials
19.01 Spell months of the year, days of the week, and numbers from one to one hundred twenty-one.			

19.02 Spell 98% of the words on the pre-primer through third grade list on the Dolch Words list.			
19.03 Use a dictionary to spell words having phonetically regular beginnings.			
19.04 Apply rules for adding common prefixes and suffixes.			

Standard 20: Observe conventions of editing.	Hours of Instruction	Mastery Level %	Date & Initials
20.01 Find and correct spelling errors, including homonyms.			
20.02 Find and correct punctuation and capitalization errors.			

Standard 21: Apply structural and grammatical rules of writing.	Hours of Instruction	Mastery Level %	Date & Initials
21.01 Identify the complete subject and predicate of a statement.			
21.02 Identify the complete subject and predicate of a question.			
21.03 Identify the simple subject of a statement and a question.			
21.04 Identify compound subjects and predicates.			
21.05 Identify commands with an understood subject.			
21.06 Identify verbs in the context of simple and compound sentences.			

21.07 Identify nouns, verbs, pronouns, adjectives, adverbs, conjunctions, prepositions, and interjections in text.			
21.08 Write the appropriate forms of common regular and irregular verbs.			
21.09 Distinguish present tenses, past tenses, and future tenses of common verbs.			
21.10 Use nominative and objective cases of pronouns correctly.			
21.11 Identify phrases, independent clauses, and dependent clauses.			
21.12 Write correctly worded and punctuated complex sentences.			
21.13 Recognize and create logical paragraph breaks in writing.			
21.14 Indent paragraphs.			

Standard 22: Communicate ideas and information through the writing process.	Hours of Instruction	Mastery Level %	Date & Initials
22.01 Prepare for writing by brainstorming verbally and in writing, focusing on a central idea found in the brainstorming, generating, and organizing of ideas related to the central focus, and identifying the specific purpose for the writing.			
22.02 Demonstrate a logical organizational pattern that includes a beginning, middle, and ending.			
22.03 Effectively use familiar words, supporting details, and transitional devices.			
22.04 Draft, revise, and edit writing for a			

variety of occasions, audiences, and purposes in a variety of content areas.			
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Standard 32: Use speaking strategies effectively.	Hours of Instruction	Mastery Level %	Date & Initials
23.01 Speak clearly at an understandable rate and use appropriate volume.			
23.02 Participate as a contributor and occasionally act as a leader in group discussion.			
23.03 Organize a speech using a basic beginning, middle, and ending.			

Standard 24: Demonstrate familiarity with computers and computer terminology.	Hours of Instruction	Mastery Level %	Date & Initials
24.01 Demonstrate the steps necessary to boot up a computer system and/or touch screen tablet.			
24.02 Utilize the internet to locate items such as store locations, library locations, etc. (This is different from the benchmark listed in the activity sheet.)			
24.03 Create and save documents using a word processing program.			
24.04 Keyboard material from handwritten copy.			
24.05 Demonstrate proper keyboarding techniques while using an instructional program.			
24.06 Demonstrate good “housekeeping” at his or her workstation.			

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

Adapted from the Florida Department of Education ABE Performance Standards

