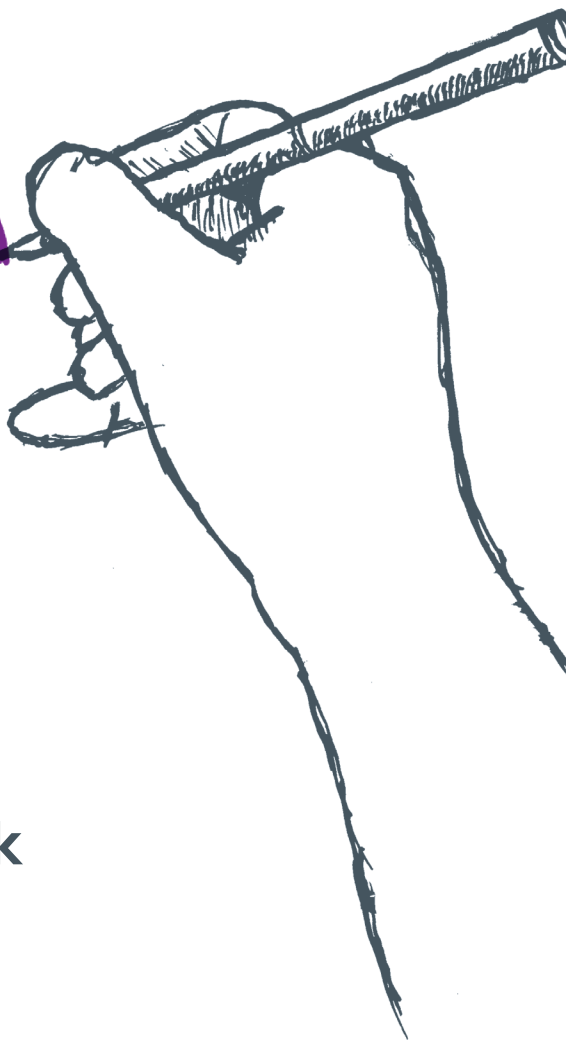




**NALA**

**National Adult Literacy Agency**  
Áisíneacht Náisiúnta Litearthachta do Aosaigh

**Write On**



**A learning  
support book**



# Contents

<b>General</b>	<b>3</b>
Introduction	3
What is NALA?	3
How to improve your literacy and numeracy?	4
Awards	5
<b>Going back to learning</b>	<b>6</b>
Starting off	6
Learning to learn	8
<b>Improving your skills: Hints and tips</b>	<b>12</b>
<b>Reading</b>	
Scanning and skimming	12
Alphabet A - Z	13
Alphabetical order	14
Using the dictionary	16
100 most common words	18
<b>Writing</b>	
Handwriting	20
Writing sentences	21
Spelling tips	25
Filling in forms	28
Writing a note/memo	30
Letter layout - formal	31
Letter layout - informal	32
<b>Numbers</b>	
Time: a.m. and p.m.	33
Time: 24 hour clock	34
Calendar	35
Writing dates	37
Numbers in words	38
<b>Technology</b>	
Computers	39
Mobile phones	40
<b>Personal dictionary</b>	<b>42</b>
<b>Learning journal</b>	<b>46</b>
<b>NALA Membership Form</b>	<b>50</b>

Copyright © 2008 National Adult Literacy Agency

ISBN 1-871737-81-8

Published by: National Adult Literacy Agency (NALA)  
76 Lower Gardiner Street  
Dublin 1  
Telephone: (01) 8554332  
Fax: (01) 8555475  
NALA Freephone Support Line: 1800 20 20 65

NALA website: [www.nala.ie](http://www.nala.ie)

Learning website: [www.literacy.ie](http://www.literacy.ie)

e-mail: [literacy@nala.ie](mailto:literacy@nala.ie)

Writers: NALA

Designer: Red Dog

Permission is given to reproduce parts of this publication for educational purposes only. Any other users must seek permission to reproduce material through the publishers.

# General

## Introduction

Write On is a learning support book.

It has useful information about:

- » Going back to learning
- » Improving your skills including hints and tips on:
  - when to use capital letters
  - how to use a calendar
  - common words used in forms
  - texting from your mobile phone

It also contains:

- » a Personal dictionary

This is where you can write down new words that you come across.

- » a Learning journal

This is where you can jot down your thoughts about your learning journey.

## What is NALA?

The National Adult Literacy Agency (NALA) is an independent membership organisation. We work to ensure that adults with literacy and numeracy difficulties can fully take part in society and have access to learning opportunities that meet their needs.

# How to improve your literacy and numeracy?

Literacy and numeracy skills are part of everyday life. Think of all the notices and signs around us, how we use money everyday and send text messages. Everywhere we go we are faced with text, numbers and technology.

Literacy and numeracy are like muscles - if you don't use them, then you lose them. If your skills are a bit rusty then now is the time to brush up on them. You can do that through:

- » NALA Distance Education Service
- » VEC Adult Literacy Services

## \* NALA Distance Education Service

Since 2000 NALA has been delivering basic education through the media. The very successful TV series, *Read Write Now*, ran for 5 series on RTÉ television. The *Really Useful Guide to Words and Numbers* TV series was broadcast for 24 weeks on RTÉ television in 2006-7. Each of these TV series had an accompanying workbook which was sent to adults who requested it after ringing the NALA freephone support line.

In May 2008 a new TV series, *Written Off?* will be broadcast on RTÉ 1 television. This series follows 11 adult learners who return to learning over 8 weekends.

### **NALA freephone support line**

NALA runs a freephone support line - **1800 20 20 65**. It is open from Monday to Friday, from 10 a.m. to 4 p.m. It is a free and confidential service.

You can talk to a trained adult literacy tutor who can discuss your options around learning. This may include being sent some learning materials in the post or following a learning programme online.

They can also put you in contact with your local VEC Adult Literacy Service.

## \* VEC Adult Literacy Services

There are VEC Adult Literacy services throughout the country. Adults can attend their local centre to work with trained tutors on a one to one basis or in small groups. The service is free and confidential. You can get 2 – 6 tuition hours per week. The local Adult Literacy Organiser will meet you and find a suitable tutor for you.

There are currently about 40,000 adults learning in literacy centres around the country. There are 5,000 adult literacy tutors working in literacy centres and they are trained by their local literacy service.

For information on your nearest service contact the NALA freephone support line on **1800 20 20 65** or check out the NALA website at **[www.nala.ie](http://www.nala.ie)**

## Awards

Many learners like to have their learning recognised with a certificate of accreditation.

FETAC (Further Education and Training Awards Council) is the national awarding body for further education and training in Ireland. FETAC make awards at different levels beginning at levels at 1 and 2.

If you are learning with the NALA Distance Education Service and/or VEC Adult Literacy Services, you can choose to work towards a certificate. This will be supported by an adult literacy tutor.

# Going back to learning

Learning is a personal journey, whether it is learning to drive, learning to use a computer or learning a sport. There are many things to consider such as what you are interested in learning, how you would like to learn and how you will fit this learning around your life.

Some areas to think about are:

- » Starting off
- » Learning to learn

## Starting off

One of the first things to do is to think about what it is you would like to learn and to set some goals.

When you begin a new learning programme, think about ...

- » What reading and writing do you do now, and for what purpose?
- » What is your everyday experience of numeracy?
- » How do you use technology? Mobile phones? Computers?
- » What skills would you like to improve?
  - reading
  - writing
  - communication skills and confidence
  - numbers
  - technology and computers

And now think about for what purpose you would like to use these skills?

## Setting learning goals

After you consider these questions, you can set your learning goals. For example, to fill in a lodgement slip in the bank or to help your children with their homework.



It is important to have a goal for what you want to learn. It is then easier to see your progress as you go along.

## Planning to succeed

Before you get stuck into doing the work, think for a while about how you're going to manage it. You will do well, however when you start something new there can be times you find it hard. It's a good idea to plan and to be ready.

Here are a few suggestions:

- » Commit to a set number of weeks or study sessions. For example, decide to give it 4 weeks to see how it goes. You can then see how you get on and plan the next 4 weeks.
- » Make practical plans to be able to study, thinking about:
  - **What commitments do I have?**  
This means looking after children or family, work and hobbies/sport.
  - **What time do I have?**  
This means finding time in the week for learning and planning what to do in that time.
  - **What space do I have to study?**  
This means finding a quiet space to study and keep all my work.
- » Reward yourself! For example, treat yourself to something special after the first 4 weeks.
- » Think about how to get support for yourself during this learning journey. Will you be comfortable talking to a family member or friend who would be there for you? Keep the number of the NALA freephone support line – 1800 20 20 65 – you can talk to an adult literacy tutor.

# Learning to learn

Learning to learn is about knowing how you learn best. This helps you to learn more effectively.

## Everyone learns in different ways.

There is no right or wrong way to learn. We all learn differently. Here, for example, are 2 ways of looking at this.

### Learning styles

Each of us has a different style of learning. Some of us may learn by:

- » seeing (visual)
- » hearing (auditory)
- » doing (kinaesthetic)

Think about how you prefer to learn. Do you like to see instructions? Or do you prefer to hear them? Or just go and do it?

It's good to know which learning style you prefer. If you understand how you learned one thing, it can help you to learn new things.

## Multiple intelligences

We are all intelligent in different ways. Intelligence is the ability to use what we have learned and apply it to our situation.

Dr. Howard Gardener, an American psychologist, believes that we all have different types of intelligence. We use each kind of intelligence to a greater or lesser amount every day.

There are 8 kinds of intelligence and how you might use them are listed below.

- » Word intelligence – you use this when you are talking to people
- » Number / Logical intelligence – you use this when you are working out problems
- » Music intelligence – you use this when you are listening to music or learning by repetition, for example learning times tables
- » Picture intelligence – you use this when you are reading maps or looking at 3D objects
- » Body intelligence - you use this when you are playing sport or are good with your hands
- » Self intelligence – you use this when you know and understand yourself
- » People intelligence – you use this when you get on with people
- » Nature intelligence – you are using this when you are enjoying the natural world and when you are aware of your surroundings

## Study skills

When learning anything new, we often need to find ways of gathering information and practising what we have learned.

We learn most things by a mixture of speaking or communicating, reading and writing and listening and doing.

### **Study skills for listening**

- » Listen for information you want
- » Ask questions if you don't understand
- » Ask the person you are learning from to repeat what they have said
- » Practise what it is you are learning – this helps you to remember what you have learned

### **Study skills for speaking**

- » Draw up a plan of what you want to say – for example, making telephone calls to find information, making a speech or going for an interview
- » Practise until you get it right – saying what you want to say out loud
- » Know how to ask and answer questions

### **Study skills for reading**

- » Skim – reading to get a general gist of the information
- » Scan – reading to find particular information
- » Read for understanding
- » Read for enjoyment

## Study skills for writing

- » Brainstorm your ideas – think about all your ideas and write them down
- » Use spidergrams – put a circle with your topic in the middle of a page and write your ideas around this circle
- » Write drafts – make a rough copy
- » Use the dictionary

## Reviewing progress

When you are learning it is a good idea to review what you've learned.

It is not always easy to know when you have finished learning something. You go on learning some things all our lives. For example, no one is a perfect speller or knows the meaning of every word in the dictionary.

If you want to be sure that you have learned something you need to put the learning into practise. For example if you never write, you cannot know if your spelling is improving or not.

When you review your learning you:

- » look at what you've learned
- » look at what you haven't learned
- » remind yourself of information you thought you'd forgotten, such as a spelling rule
- » look at things in a new way

Reviewing your learning means that you can work out what stage you are at in your learning and see what more you have to do. Before you start, remember to fix a date for your review. And of course celebrate your progress.

# Improving your skills: Hints and tips

## Reading

This section has information and tips on:

- » Scanning and skimming
- » Alphabet A – Z
- » Alphabetical order
- » Using the dictionary
- » 100 most common words



## Scanning and skimming

Many texts do not require close reading. For example, when you are looking up a telephone directory or reading a newspaper, you don't have to read every word. You are often just looking for a particular piece of information or getting the gist of the text. Two useful reading strategies are **scanning** and **skimming**.

**Scanning:** Think of looking up the telephone book. Scanning means moving quickly over a text to find the particular piece of information that you want. It is an important skill to develop as it relates to many of the reading tasks used in everyday life.

**Skimming:** Think of reading the front page of a newspaper. We just want to get the gist to see if a particular article is interesting to us. This is called skimming - moving our eyes over the page looking for clues as to what the piece is about. These clues can include heading, key words and photos.

## Alphabet A - Z

Upper case	Lower case
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

# Alphabetical order

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

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

It is useful to know alphabetical order when trying to find a particular word. For example, a name in the telephone book or a word in the dictionary.

Look at a telephone book.

You will see that the surnames starting with the letter **A** come first. After that there are the surnames that start with the letter **B** and so on.

**For example:** Look at this list of names.

O'Reilly Young Byrne Neill McDonald Adams

In the phonebook they would be listed in this order.

**A**dams **B**yrne **M**cDonald **N**eill **O**'Reilly **Y**oung

**Try this:** Look at this list of names.

White Lynch Fagan Connell Smith Jackson

Write this list in alphabetical order as you would see them in a phonebook.

---

---

---

---

---

---

---



# Alphabetical order

When names or words begin with the same letter then what do you do?

You look at the second letter in each word and use that to decide the order.

**For example:** We would find

builder  
baker  
beautician

written in alphabetical order in the local directory as

baker  
beautician  
builder

And if the first two letters of a group of words are the same, you look at the third letter and so on.

**For example:** Our local directory would have

butcher  
builder  
business

listed as:

builder  
business  
butcher

## Using the dictionary

A **dictionary** is a book that gives the meanings of words. The words are listed in alphabetical order.

**For example:**

apple, bread, cake .... leaf, man, nose .... yard, zoo

Choose a dictionary to use and have it handy while you're reading this.

Notice these things:

There are **guidewords** on the top of each page.

The guideword on the **left** is the first word on the page.

The guideword on the **right** is the last word on the page.

**For example:**

<p><b>cook</b></p> <p><b>cook</b>, -v. 1 to prepare (food). 2 to alter. 3 make false (accounts, etc)</p>	<p><b>cooler</b></p> <p><b>cooler</b>, -n. A cooler is a container for keeping something cool, especially drinks.</p>
--	---

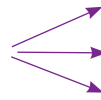
## Using the dictionary

One word might have more than one meaning.

All the meanings will be listed and numbered.

**For example:** Here the word cook has 3 meanings.

3 different meanings of a word



**cook, -v.**

1 to prepare (food)

2 to alter

3 make false (accounts, etc.)

You might see letters after the word.

**For example:**

See the -v beside the word cook in this example.

**cook, -v.**

1 to prepare (food)

2 to alter

3 make false (accounts, etc.)

The -v is short for verb. Verb means action word.

Here are some other letters you might see beside a word.

n = noun  
adj. = adjective  
adv. = adverb  
pron. = pronoun

Don't worry about these for now. They just tell us more about the type of word it is.



Contact the NALA freephone support line at 1800 20 20 65 if you would like more information on this.

# 100 most common words

These 100 words make up, on average, half of all reading.

a I it the all be for his on so with an before call come do from her into little make much no off or out see their there up went when will your	has if like made me my now only other right some then two well what which and he is that was at are have not said we about been by can did first go	in of to as but had him one they you back big came could down get here just look more must new old our over she them this want were where who
--	--	--

# Writing

This section has information and tips on:

- » Handwriting
- » Writing sentences
- » Spelling tips
- » Filling in Forms
- » Writing a note/memo
- » Letter layout – formal
- » Letter layout - informal



# Handwriting

You can improve your handwriting by practising.

## Before you write

- » Sit comfortably
- » Put the paper at a slight angle
- » Check how you hold the pencil - it should be between the thumb and first finger

To form the letters you need to use different movements.

## Practise these groups of exercises.

### Group 1 – to practise movements

List 1	b h n m p r
List 2	b a f h i k n
List 3	i l t u y
List 4	k v w x z
List 5	c o c o c o

### Group 2

List 1	a c e i m n o r s u v w x z These letters should be all the same height.
List 2	b d f h k l t
List 3	g j p q y

### Group 3

ab	ja	qu
ac	je	qua
ad	ji	que
af	jo	qui
ag	ju	quo
ak		

**TIP** If you would like more help with handwriting, contact the NALA freephone support line at 1800 20 20 65.

## Writing sentences

### When do you use capital letters?

**1. At the beginning of every sentence.**

For example: **T**he place is lovely.

**2. For the letter i when it refers to yourself.**

For example: **I**'ll ring you when **I** get home.

**3. For the first letter of**

- **names of people**

For example: **T**ina, **A**lex, **H**icks, **O**'Connell

- **names of places**

For example: **M**ain **S**treet, **S**ligo, **P**ortugal

- **the title of a person**

For example: **M**r., **M**rs., **M**s., **D**r., **F**r., **S**r.

- **days of the week and months of the year**

For example: **M**onday, **F**riday, **J**une, **O**ctober

- **names of books, songs, films, newspapers**

For example: **E**astenders, **C**itizen **K**ane, **I**rish **I**ndependent

## Full stops

### A full stop goes at the end of every sentence.

For example: Jane has to go to the hospital for a check-up.

Dissolve the jelly in  $\frac{1}{2}$  pint of boiling water.

Jack filled in a competition form.

### The full stop may also be used to shorten words.

For example: Mr. = Mister

Dr. = Doctor or Drive

Ave. = Avenue

Rd. = Road

Co. = County

Wed. = Wednesday

Sept. = September



A sentence always begins with a capital letter and ends with a full stop.



## Verbs

**A verb is an action word.**

**For example:** Mary **walks** in the park.  
The swimmer **dives** into the pool.

The time of a verb is known as a tense.

There are 3 tenses:

the **present** tense  
the **past** tense  
the **future** tense

**1.** The **present** tense is used for actions happening now.

**For example:** I am hungry and I want to eat now.  
We are reading this book together.  
The concert is in the RDS.

**2.** The **past** tense is used for actions that have taken place.

**For example:** I was sick yesterday so I didn't go to work.  
She went to the cinema.  
The party was great.

**3.** The **future** tense is used for actions that will happen.

**For example:** I will go and book the holiday tomorrow.  
The hospital will ring on Tuesday.  
They will go to the races next Sunday.

## Nouns

**A noun is a name of an object or thing.**

There are different types of nouns:

1. Common nouns
2. Proper nouns

**1. Common nouns** - objects around us without a special name.

**For example:** The letter arrived yesterday.

We saw their new couch.

They are playing with the dog.


**2. Proper nouns** - name given to a particular person or place.

All proper nouns begin with a capital letter.

**For example:** Mary and John are on holidays.

I am watching Eastenders.

The River Liffey flows through Dublin.

 **TIP** Contact the NALA freephone support line on 1800 20 20 65 if you would like more information on this.

## Spelling tips

1. Choose a word you would like to learn to spell.  
Look at something you have written.  
Are there words that you think are not spelt right?
2. Now that you have chosen the word you want to spell, find out how to spell it.

You can do this by:

- » Looking up a dictionary
- » Asking somebody

3. Now that you have the correct spelling, how can you learn it?

There are many ways of developing spelling skills. Usually when we spell a word wrongly, we have some of it right!

Some of these methods include:

- a) Look, say, trace, cover, write, check

**Look** at the word carefully.

**Say** the word.

**Trace** over each letter with a finger or a pen or make the shape of the letters in the air.

**Cover** the word and try to say the letters.

**Write** the word without looking.

**Check** if it has been written correctly. If not, repeat from the top.

Practise the same word after 10 minutes, at the end of the day and the following day until you are happy that you can spell it.

**b)** Visual approach (learn by seeing) Look at the word and ask ...

» Can I break the word up?

For example:

party                      breaks up as   par / ty

forgetful                breaks up as   for / get / ful

» Within the word, are there smaller words?

For example:

together                =                to / get / her

shoe + lace            =                shoe / lace

» Does the word have a familiar beginning or ending?

For example:

unkind                    =                un        +        kind

helpful                   =                help     +        ful

singing                   =                sing     +        ing

» What does the word look like?

- How many tall letters are there? If so, where do they come in the word?

**c)** Auditory approach including phonics (learn by hearing)

Look at the word and try to:

» Sound out the word.

**TIP** To learn more about the connections between letters and sounds, contact the NALA freephone support line at 1800 20 20 65.

» Say the word as it is spelled. For example, k-nee, lam-b

» Look out for words that have sound patterns or rhymes. For example: Hand, sand, land, stand, understanding

**d) Kinaesthetic approach (learn by doing)**

- » Write the word.
- » Trace over the letters saying each one.
- » Write the word without looking.
- » Use joined writing – this can be helpful as you see the word as one unit rather than a series of small letters.
- » Practise little and often on a regular basis.

**e) Word association**

Try and associate letters in a word with something to help you learn to spell a word. It is fun to think up these associations yourself. Sometimes the sillier the better as the word becomes more memorable!

For example:

occur = Oh **C**arol's **c**omputer **u**pgrade's **r**ocking

business = bus – i – ness

 **TIP** Contact the NALA freephone support line at 1800 20 20 65 if you would like more information on spelling.

## Filling in forms

Below are common words that you will come across when filling in forms.

**Surname** is your second name.

For example: Byrne, Murphy, Ryan  
(This may also be called Family name)

**First name**

For example: Mary, John, Peter  
(This may also be called Christian name)

**Address** For example: 203 Peter's Avenue

**Telephone Number** For example: 01-843xxxx

**Date of Birth (D.O.B.)** For example: 2nd December 1971

or 02 / 12 / '71

or 

0	2	1	2	1	9	7	1
Day		Month		Year			

**Nationality** is belonging to a certain country

For example: Irish, Welsh

**Country/Place of Birth**

For example: Ireland, England, U.S.A

**Sex**

For example: Male  Female

**PPS Number** is your Personal Public Service Number.

For example: 1234567A

Each person in the country is given one of these numbers that is unique to them. You use it for your tax affairs and when dealing with social welfare.

## Filling in forms

Other questions you can find on a form are:

Please tick ✓ appropriate box

Married     Single     Widowed     Separated

**Occupation** is your job. For example: Office assistant, Butcher

or

Please tick ✓ appropriate box.

Employed Person     Self-employed person

Unemployed     Pensioner

Student     Other, please state \_\_\_\_\_

**Dependants** are your children under a certain age (usually 18).

Surname		Date of Birth	Sex	Place of Birth

You are often asked to sign and date a form at the end.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Writing a note/memo

There are different kinds of notes/memos.

### 1. Note to yourself

*Ring builders  
Collect photos  
Post office – TV licence  
Pick Maria up at 4.30 pm*

**TIP** Don't worry about capital letters and full stops when you are writing a note for yourself.

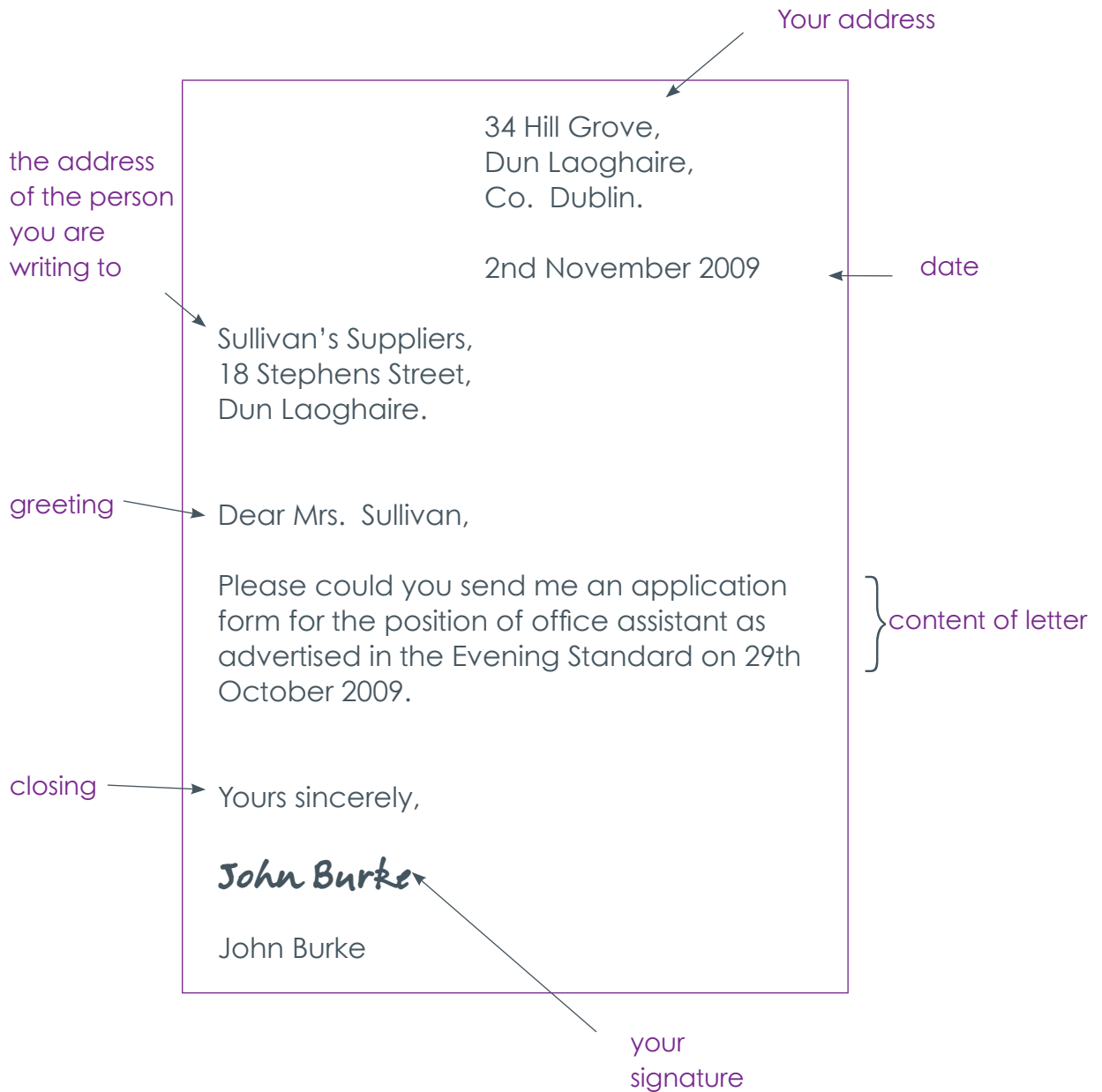
### 2. Note to a family member or friend

*Brian,  
  
Damian called  
– can't make it to  
football practice.  
Will ring you  
tomorrow.  
  
Jean*

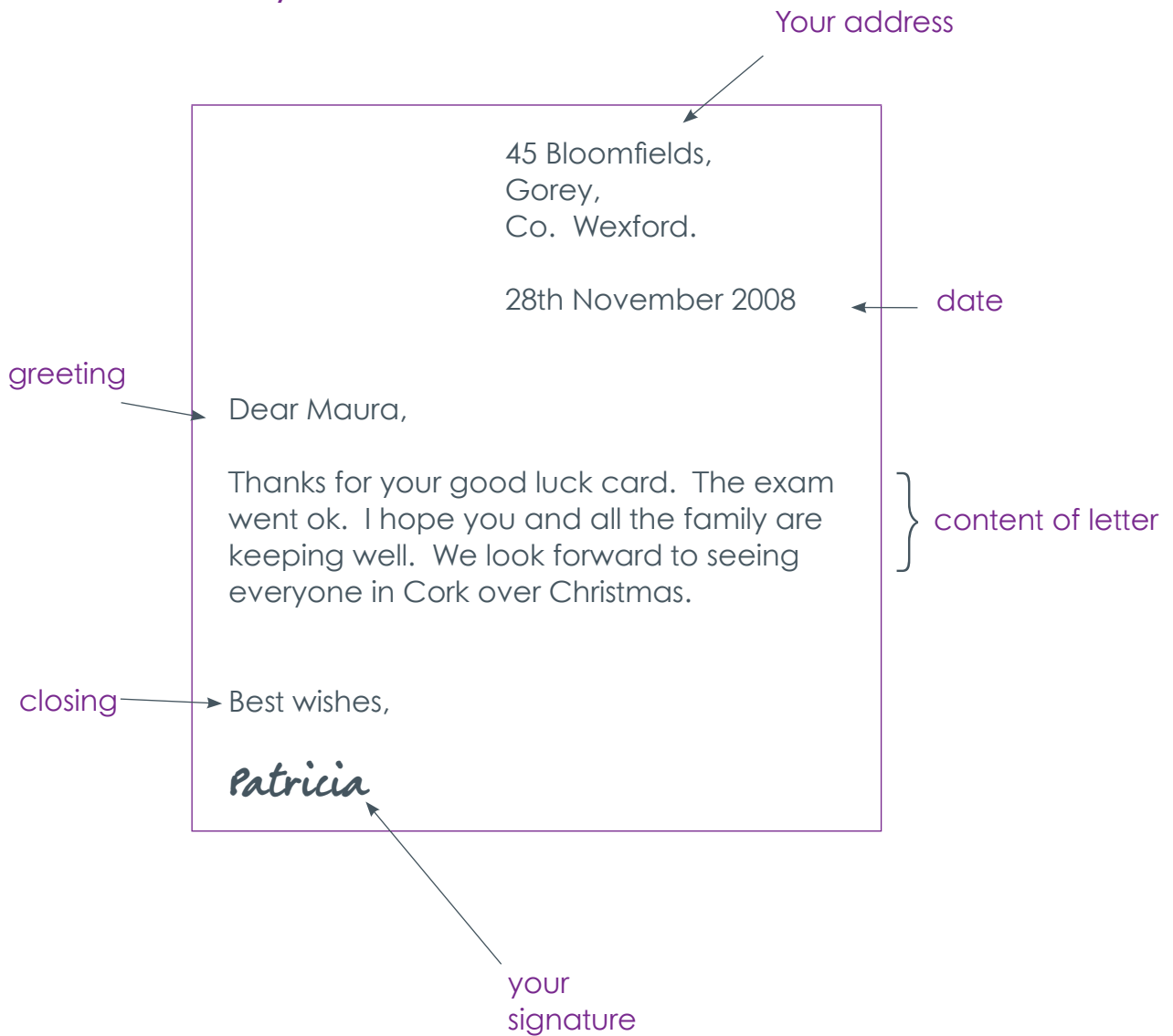
**TIP** Write down the key information.



# Letter layout - formal



## Letter layout - informal



# Numbers

This section has information and tips on:

- » Time
- » Calendar
- » Writing dates
- » Numbers in words

1 2

4 5 6

## Time: a.m. and p.m.

The news is on TV at 6 o'clock in the evening.

How do you write this time so it is clear it is 6 o'clock in the evening and not 6 o'clock in the morning?

To make it clear we use **a.m.** and **p.m.**

6 p.m. is 6 o'clock in the evening.

6 a.m. is 6 o'clock in the morning.

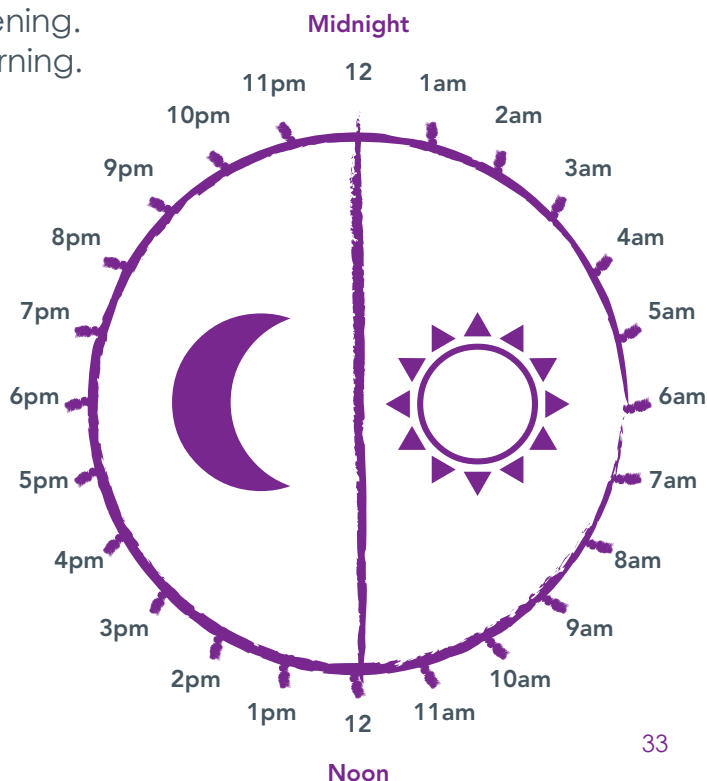
### Remember

#### **a.m.**

the hours between 12 midnight, through the morning to 12 midday.

#### **p.m.**

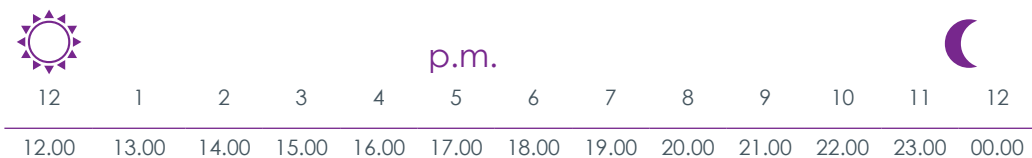
the hours between 12 midday, through the afternoon and evening to 12 midnight.



## Time: 24 hour clock

There are 24 hours in one day. The 24 hour clock is mostly used when times have to be accurate. For example, for bus and train times.

The 24 hour clock shows times as usual up to 12 noon. When the time passes 12 o'clock noon (midday), instead of going back to one o'clock for the next hour it goes on to 13 o'clock, then 14 o'clock, then 15 o'clock and so on up to 24. Each hour in the day has its own number.



noon

midnight

So the 24 hour clock times are below.

Usual hours	24 hour clock
12 o'clock midnight	00.00
1 o'clock in the morning	1.00
2 o'clock in the morning	2.00
3 o'clock in the morning	3.00
4 o'clock in the morning	4.00
5 o'clock in the morning	5.00
6 o'clock in the morning	6.00
7 o'clock in the morning	7.00
8 o'clock breakfast time	8.00
9 o'clock start work time	9.00
10 o'clock in the morning	10.00
11 o'clock break time	11.00

Usual hours	24 hour clock
12 o'clock midday	12.00
1 o'clock lunch time	13.00
2 o'clock return to work	14.00
3 o'clock in the afternoon	15.00
4 o'clock in the afternoon	16.00
5 o'clock in the evening	17.00
6 o'clock teatime	18.00
7 o'clock in the evening	19.00
8 o'clock at night	20.00
9 o'clock at night	21.00
10 o'clock at night	22.00
11 o'clock at night	23.00

# Calendar

## Days of the week

There are **7** days in the week

Monday	Mon.
Tuesday	Tues.
Wednesday	Wed.
Thursday	Thurs.
Friday	Fri.
Saturday	Sat.
Sunday	Sun.

## Months of the year

There are **12** months in the year.

January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	Jun.
July	Jul.
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

**TIP** The days of the week and months of the year all begin with a capital letter.

# Calendar

A calendar can sometimes look like this.

## June 2008

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
						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						

Or like this.

## February 2009

<b>Mon</b>		2	9	16	23	
<b>Tue</b>		3	10	17	24	
<b>Wed</b>		4	11	18	25	
<b>Thurs</b>		5	12	19	26	
<b>Fri</b>		6	13	20	27	
<b>Sat</b>		7	14	21	28	
<b>Sun</b>	1	8	15	22		

## Writing dates

There are 31 days in a month.

24 of those dates have 'th' at the end of them.

For example:      **4th** fourth  
                         **10th** tenth  
                         **18th** eighteenth  
                         **26th** twenty-sixth

Here are the other 7 dates.

1st    21st    31st  
2nd    22nd  
3rd    23rd

Dates are often written like this.

For example:      21st November 2008  
                         16th March 2009

Dates can be written in other ways.

For example:      21st Nov. 2008  
                         16th Mar. 2009

or                      21/11/2008 or 21/11/'08  
                         16/3/2009 or 16/3/'09

**TIP** Here's a rhyme to remember the days in each month.

30 days has September, April, June and November.

All the rest have 31 except February, 28 alone.

Except in leap year once in four, when February has one day more.

<b>1st</b>	11th	<b>21st</b>	<b>31st</b>
<b>2nd</b>	12th	<b>22nd</b>	
<b>3rd</b>	13th	<b>23rd</b>	
4th	14th	24th	
5th	15th	25th	
6th	16th	26th	
7th	17th	27th	
8th	18th	28th	
9th	19th	29th	
10th	20th	30th	

## Numbers in words

1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine
10	ten
11	eleven
12	twelve
13	thirteen
14	fourteen
15	fifteen
16	sixteen
17	seventeen
18	eighteen
19	nineteen
20	twenty

21	twenty-one
29	twenty-nine
30	thirty
31	thirty-one
39	thirty-nine
40	forty
41	forty-one
49	forty-nine
50	fifty
51	fifty-one
59	fifty-nine
60	sixty
61	sixty-one
69	sixty-nine
70	seventy
71	seventy-one
79	seventy-nine
80	eighty
81	eighty-one
89	eighty-nine
90	ninety
91	ninety-one
99	ninety-nine
100	one hundred



# Technology

This section has information and tips on:

- » Computers
- » Mobile phones



## Computers

We are living in a world with computers all around us. When we take money out of an ATM, or send an email, we are using computers.

Here are some common computer terms that you may know.

**www** An abbreviation for world wide web, which is another way of saying the internet.

**Chat room** A website that allows you to 'chat' or e-mail more than one person at a time.

**Cyber café** A place where you can go to use the internet. You usually pay by the hour.

**Email** Known as electronic mail, where you send a message over the internet.

**Download** To open and save information from the internet onto your computer.

**Home page** The first page on a website. It usually has an index, which you click on to take you to other pages.

**Server** The company that provides your internet connection.

**TIP** Contact the NALA freephone support line at 1800 20 20 65 if you would like more information on this.

## Mobile phones

A mobile phone keypad looks like this.



There are three types of keys on the mobile phone keypad.

1. Number keys with letters on them
2. A star key
3. A hash key

**TIP** The letters of the alphabet are written on the numbers 2 to 9. You will use these keys when you are text messaging.

Each mobile phone has a menu. The menu contains many functions.

Some of the menus are:

- » Phonebook – This lets you save names and numbers on your phone.
- » Messages – This lets you send and receive text messages.
- » Clock – This lets you set the time and an alarm. There is also a stopwatch.
- » Calculator – This lets you add, subtract, multiply and divide numbers.

**TIP** Contact the NALA freephone support line at 1800 20 20 65 if you would like more information on this.

## Mobile phones

Texting is to send a text message from one mobile phone to another.

To get a letter you just keep pressing the number until the letter appears. For example, to get the letter 'e' you press the number 3 twice.

A text message can only contain a certain number of characters.

A character is a letter or a number.

Every time you press a key you use one character.

This is why text is often written in a form of shorthand.

Here are some examples of text language:

c – see

cd – could

gr8 – great

you – u

wd – would

4 – for

### **Sending text messages**

On most phones these are the steps for sending a text message.

1. Press the Menu button.
2. Use the arrows to scroll down to Messages.
3. Press the Select button.
4. In the Messages menu scroll down to Write Messages.
5. Press the Select button.
6. Write your message.
7. Press the Options button.
8. Select Send on the Options menu.
9. Write in or choose the number you want to send to.
10. Press Send.



Contact the NALA freephone support line at 1800 20 20 65 if you would like more information on this.

# Personal dictionary

There are new words that you will come across. It is often useful to write these words down so you can look them up if you need to.

In this personal dictionary, you can jot down new words that you find.

The diary is in alphabetical order from A to Z.

Check the spelling in a dictionary or ask someone.

<p>A a</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>B b</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>C c</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>D d</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>E e</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>F f</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>G g</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>H h</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>I i</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

J j <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	K k <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	L l <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
M m <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	N n <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	O o <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
P p <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Q q <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	R r <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>S s</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>T t</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>U u</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>V v</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>W w</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>X x</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Y y</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Z z</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

# Learning journal

A Learning Journal is a space for you to jot down how you are finding your learning journey.

It can help you to:

- » develop and check in on your understanding of your learning journey.
- » reflect on and take more control over your learning.

Setting a regular time for journal writing is useful.

Here are some suggested headings that you can think about.

**My goal is ....**

**In the last week, I have learned ....**

**This was easy.**

**This was hard.**

**I plan to do this.**

On the new few pages there are some blank learning journal pages for you to use.

Why not fill one in?



# Learning Journal

Date: .....

Week: .....

My goal is: .....

.....

In the last week, I have learned .....

.....

.....

.....

This was easy.

.....

.....

This was hard.

.....

.....

I plan to do this.

.....

.....

.....

# Learning Journal

Date: .....

Week: .....

My goal is: .....

In the last week, I have learned .....

This was easy.

This was hard.

I plan to do this.

# Learning Journal

Date: .....

Week: .....

My goal is: .....

.....

In the last week, I have learned .....

.....

.....

.....

This was easy.

.....

.....

This was hard.

.....

.....

I plan to do this.

.....

.....

.....

# NALA Membership Form

**Please note that NALA membership runs from 1st January to 31st December each year.**

Annual membership fees are as follows:

**Individual membership:**

Individual Member (waged)	€19.00
Individual Member (part-time waged)	€12.00
Individual Member (unwaged)	€2.50

**Group membership:**

Voluntary Corporate body  
(e.g. Literacy Schemes,  
Community based organisations etc.) €38.00

Corporate Bodies  
(e.g. County Councils,  
VECs and libraries etc.) €127.00

# NALA Membership Form

1. Your name: .....

2. Address: .....

3. Telephone No. (s): .....

4. E-mail address: .....

6. Would you prefer to receive information from NALA by email or by post? Please tick one.

Email  or Post

7. NALA is interested in hearing the views of members. Occasionally Staff in NALA may contact members directly. We will not give your name to any third parties. Please let us know how you feel about being contacted by NALA in relation to you taking part in the following:

a) New developments, consultations and evaluations of literacy programmes:

Fine to contact me

Do not contact me

b) Media work such as newspapers, radio and television (you will be given adequate notice):

Fine to contact me

Do not contact me

8. Please tick whether you are:

Male

Female

9. Please tick what age bracket you are in.

Over 65 years       45 – 64 years       25 – 44 years

18 – 24 years       under 18 years

10. To improve our knowledge of our membership, please tick one box. Are you:

» An adult literacy student in a programme?

» An independent learner where you are working on improving?

» A member of the public with an interest in literacy?

» A literacy practitioner?  
(please answer question below also)

11. If you are a literacy practitioner, please tick whether you are:

» A voluntary tutor?

» A paid tutor?

» An Adult Literacy Organiser?

» A Co-ordinator of a literacy programme?

12. You can pay membership fees by cheque. You should make your cheque payable to NALA.

**Please send this form with your cheque, in an envelope marked “Membership” to:**

**NALA, 76 Lower Gardner Street, Dublin 1**



## What is NALA?

The National Adult Literacy Agency (NALA) is an independent membership organisation, concerned with developing policy, advocacy, research and offering advisory services in adult literacy work in Ireland. NALA was established in 1980 and has campaigned since then for the recognition of, and response to, the adult literacy issue in Ireland.



**National Adult Literacy Agency**  
Áisíneacht Náisiúnta Litearthachta do Aosaigh

76 Lower Gardiner Street Dublin 1  
Telephone (01) 855 4332 Fax (01) 855 5475 Email: [literacy@nala.ie](mailto:literacy@nala.ie)

## Regional offices

**NALA Mullingar**  
Telephone (044) 9340374 Fax (044) 9345834 Email [pkiernan@nala.ie](mailto:pkiernan@nala.ie)

**NALA Cork**  
Telephone (021) 427 8655 Fax (021) 427 8665 Email [mmurray@nala.ie](mailto:mmurray@nala.ie)

## Useful websites

NALA [www.nala.ie](http://www.nala.ie)  
Literacy learning and tuition [www.literacy.ie](http://www.literacy.ie)

Freephone **NALA 1800 20 20 65**



NATIONAL DEVELOPMENT PLAN



EUROPEAN UNION  
STRUCTURAL FUNDS