



Knowledge and Strategies

Stage I Writing

These are some things that may need to be learned as an individual moves through Stage I Writing.

Grammatical Knowledge

Ability to use:

- Basic grammar structures (such as simple and continuous verb tenses, simple modals, comparatives, and superlatives) to convey meaning effectively
- Basic syntax (such as indications of a statement, a negative, or a question; word order; prepositional phrases, and coordination and subordination)
- Simple yes/no and wh- questions
- Common everyday English spelling and punctuation rules and conventions for simple sentences
- Vocabulary and expressions needed to write about familiar, everyday topics (such as shopping, housing, daily routines, dates, banking, food, health, education, jobs, businesses, families, customs, weather, clothing, travel, safety, citizenship)
- Vocabulary needed to complete a variety of forms, such as personal identification vocabulary

Textual Knowledge

Beginning ability to use:

- Common cohesion links (such as pronoun references) to connect sentences
- Connective words and phrases within and between sentences to indicate addition (such as *also*, *and*) and sequence (such as *first*, *second*, *next*)
- Logical sequencing to get main and subordinate ideas across

Functional Knowledge

Beginning ability to use:

- Appropriate phrases and expressions for salutations, and to invite, thank, and congratulate
- Common text formats for specific purposes (such as informal notes and goodwill messages)
- Basic format and paragraph structure
- Basic email writing conventions (such as subject lines and opening/closing conventions)
- Basic business writing conventions (such as stating the purpose in the first paragraph, using a subject line, and basic paragraph structure)

Beginning ability to:

- Identify the layout and different parts of standard forms (such as headings, instructions, and areas to complete)

Sociolinguistic Knowledge

Understanding of and beginning ability to use:

- Canadian social conventions related to specific occasions (such as births, marriages and losses) and the significance of written messages or cards for these occasions

Strategic Competence

Beginning ability to use:

- Resources such as dictionaries, thesauruses, Internet search skills, and spell-checking functions on a computer