



Module 2

Communications

Writing

Tutor notes

This module allows the learner be supported in approaching personally meaningful simple writing within a variety of familiar and well supported contexts.

Some of the worksheets used in the **Writing** module may also be used in the **Horticulture and Quantity and Number** modules. This module provides the learner with an opportunity to combine learning from other modules when completing worksheets and allows the tutor to monitor progress throughout the Learning through the Gardening (LG) course.

The following is a summary of learning outcomes for this module:

1. Write notes and messages needed for simple tasks, e.g. addressing an envelope, writing cheques. **(ACSF Writing level 1: 1.05)**

The learner will complete various worksheets, which will assist in achieving this learning outcome. These worksheets include:

- addressing an envelope
- writing a note (learner will transcribe information from board)
- writing lists (trees and shrubs) and (weeds).

2. Write, including drafting, at least five sentences so that they convey meaning or information, e.g. to a friend arranging a meeting or giving directions. **(ACSF Writing level 2: 2.05)**

Horticulture module provides numerous worksheets, which the learner may repeat in order to achieve this learning outcome. These include:

- Planting seeds 3 and protective clothing (both require photographic evidence)
- Garden tools and equipment (sheets 1 to 5) – again similar to previous worksheets in format
- Learner writes out sentences, putting in capital letters and full stops where appropriate.

3. Use the rules of writing appropriately, e.g. spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops. **(ACSF Writing level 2: 2.06)**

The learner will complete various worksheets, which will assist in achieving this learning outcome. These worksheets include:

- Rules of writing: vowels – vowels are highlighted in red (the learner will complete a Cloze exercise inserting correct vowel)
 - Tools and equipment – Cloze exercise
 - Using capital letters – learner will read the sentences (4) which contain mistakes with the capital letters. The learner will underline the mistakes and write the sentences again.
 - Safety colours and signs – this worksheet introduces the learner to the various safety signs around the place we work. The signs are in different colours and the learner becomes aware of different things from the different colours. The learner will then complete sentences in relation to safety colours and signs.
4. Use a range of different forms of writing to suit purpose and audience, e.g. instructions involving three steps, a short journal entry on an event or experience. **(ACSF Writing level 2: 2.05)**
- Garden diary – this worksheet provides the learner with an exciting format to record their daily activities.
 - Planting radish seeds (Cloze) – this worksheet illustrates the 9 steps involved with planting radish seeds (including photos). The learner will complete the various sentences by inserting the missing letters.
 - Functions of a leaf 2 – this worksheet has 5 sentences with one word missing in each sentence. The learner will chose the correct word and insert into space provided.

Other useful websites are <http://southippals.com/> and <http://www.coillte.ie/>

These provide tutors with a variety of worksheets, which may be used throughout this module.

Better handwriting for adults by NALA provides wonderful tips and ideas for this module. This booklet is an excellent resource and I would highly recommend using it: <https://www.nala.ie/resources/better-handwriting-adults>

Module 2 Communications: writing

Learning outcome and worksheet summary

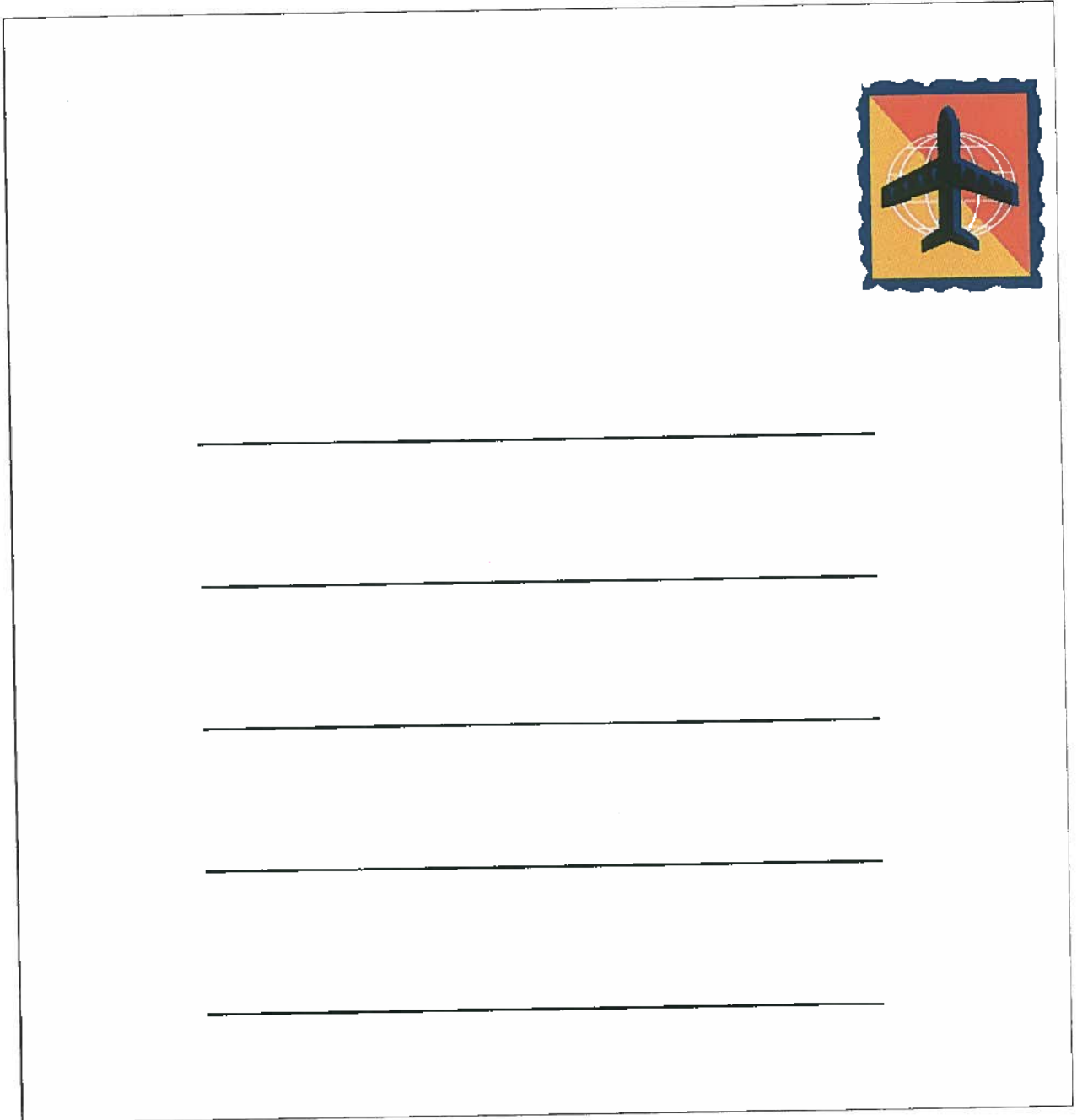
Learning outcome	How to achieve learning outcome	Completed Y/N
1. Write notes and messages needed for simple tasks, e.g. <i>addressing an envelope, writing a cheque</i>		
2. Write, including drafting, at least five sentences so that they convey meaning or information, e.g. <i>to a friend arranging a meeting or giving directions</i>	Worksheet – Writing sentences (2 pgs) Worksheet – Planting seeds 3 (Photo evid.) Worksheet – Protective clothing (Photo evid.) Worksheet – Garden tools and equipment (5 pgs)	
3. Use the rules of writing appropriately, e.g. <i>spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops</i>	Worksheet – Using capital letters (2 pgs) Worksheet – Writing a note Worksheet – Rules of writing: vowels - Cloze Worksheet – Tools & Equipment - Cloze Worksheet – Safety colours and signs (2 pgs)	
4. Use a range of different forms of writing to suit purpose and audience, e.g. <i>instructions involving three steps, a short journal entry on an event or experience</i>	Worksheet – Garden Diary Worksheet – Planting radish seeds - Cloze (3 pgs) Functions of a leaf 1– tutor tips Worksheet – Functions of a leaf 2 www.coillte.ie	

Name: _____

Date: _____

Addressing an envelope

Write your own name and address below.



Name: _____

Date: _____

Writing a note

Write a note to the gardener telling him that you would like to plant some radishes in the tunnel.

Date: _____

To: _____ From: _____







Name: _____

Date: _____

Writing lists - trees and shrubs

Here is a list of trees and shrubs you might grow in your garden.

Copy the names of the trees & shrubs below next to the correct picture.

holly	oak	pine
   		<hr/> <hr/> <hr/> <hr/> <hr/>



Name: _____

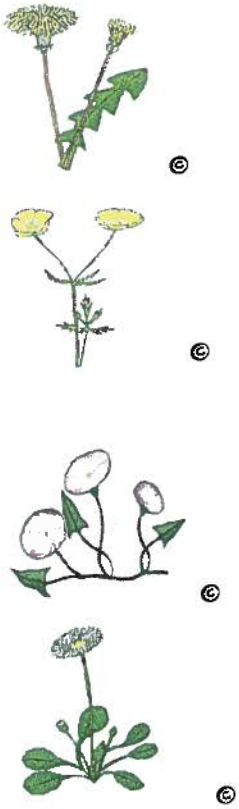
Date: _____

Writing lists - weeds

Here is a list of weeds you might see in your garden.

Copy the names of the weeds below next to the correct picture.

	dandelion	buttercup
bindweed		daisy

	<hr/> <hr/> <hr/> <hr/>
--	-------------------------

Name: _____

Date: _____

Writing: Sentences

Write out the sentences below, putting in the capital letters and full stops. Each of the following can be made into two sentences.

The first one is done for you.

1. The tickets for the plant sale went on sale early they were selling quickly

The tickets for the plant sale went on sale early. They were selling quickly.

2. john enjoyed working in the garden tunnel he loved potatoes

3. the plant sale was a huge success everyone had a great time



Name: _____

Date: _____

4. we sold marigolds and sweet peas it was a great day

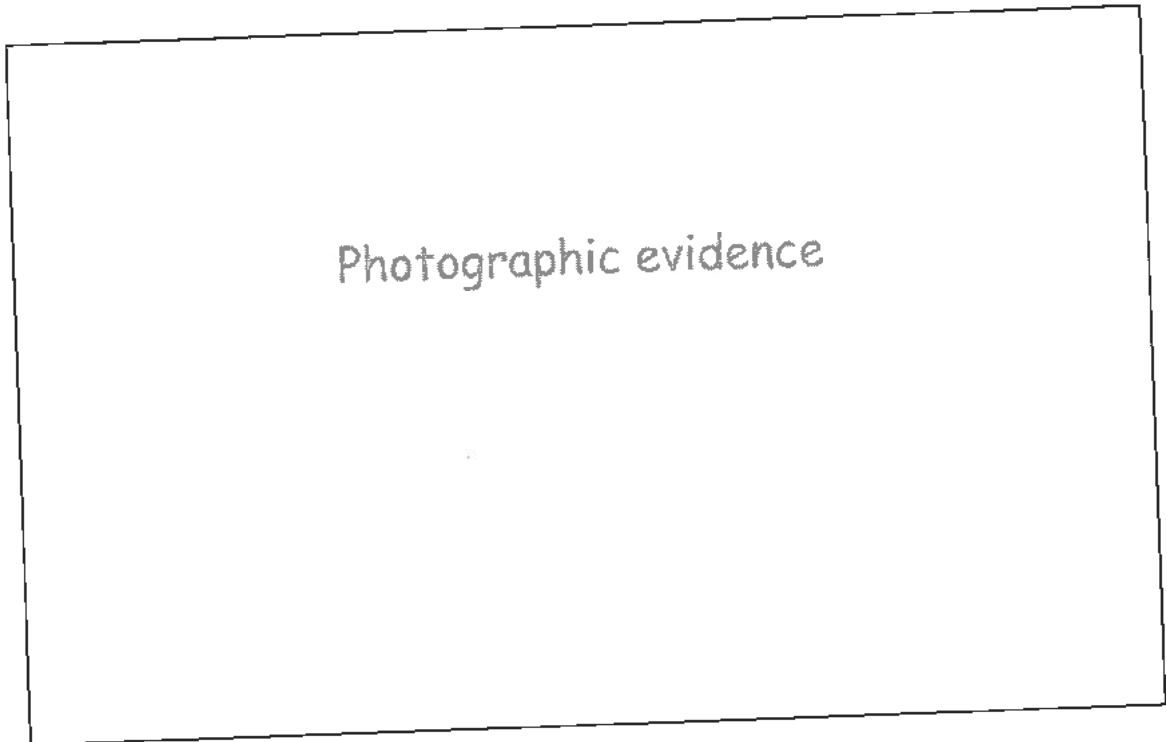
5. we must water the green beans tomorrow we must also water the flowers



Name: _____

Date: _____

Planting seeds 3



I took this photo of _____

Signed Student _____

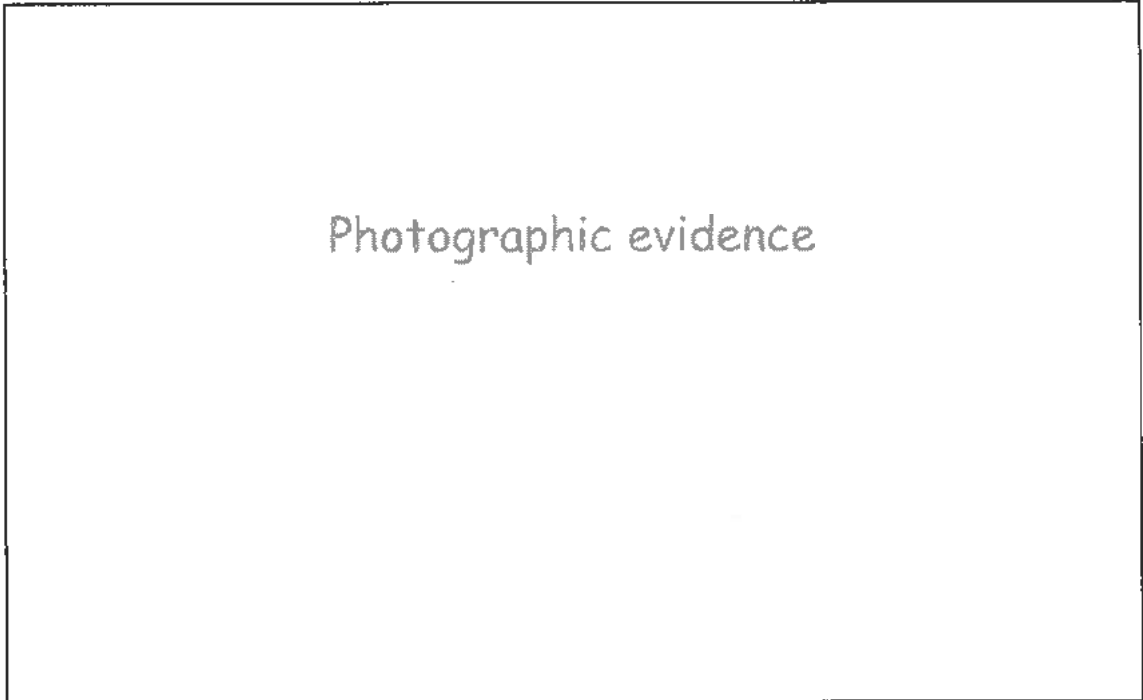
Signed Tutors _____



Name: _____

Date: _____

Protective Clothing



I wear this kind of clothing because it _____

Name: _____

Date: _____

Garden tools and equipment 1

Can you name this tool and state what it is used for?



Name: _____

Used for: _____

Photographic evidence
of skills demonstration in using this tool

This is a photo of _____

Name: _____

Date: _____

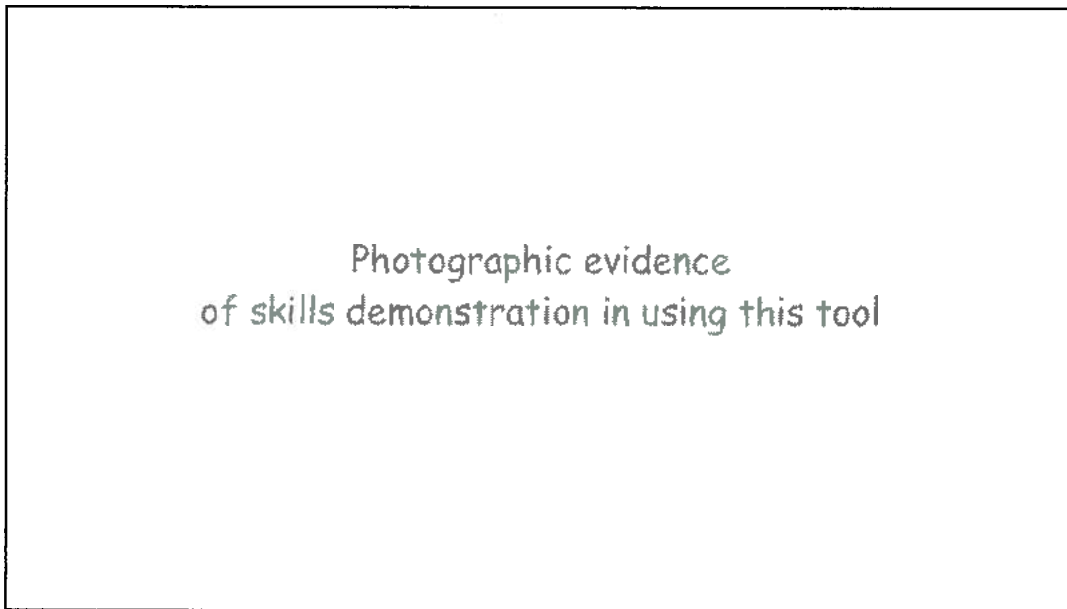
Garden tools and equipment 2

Can you name this tool and state what it is used for?



Name: _____

Used for: _____



This is a photo of _____

Name: _____

Date: _____

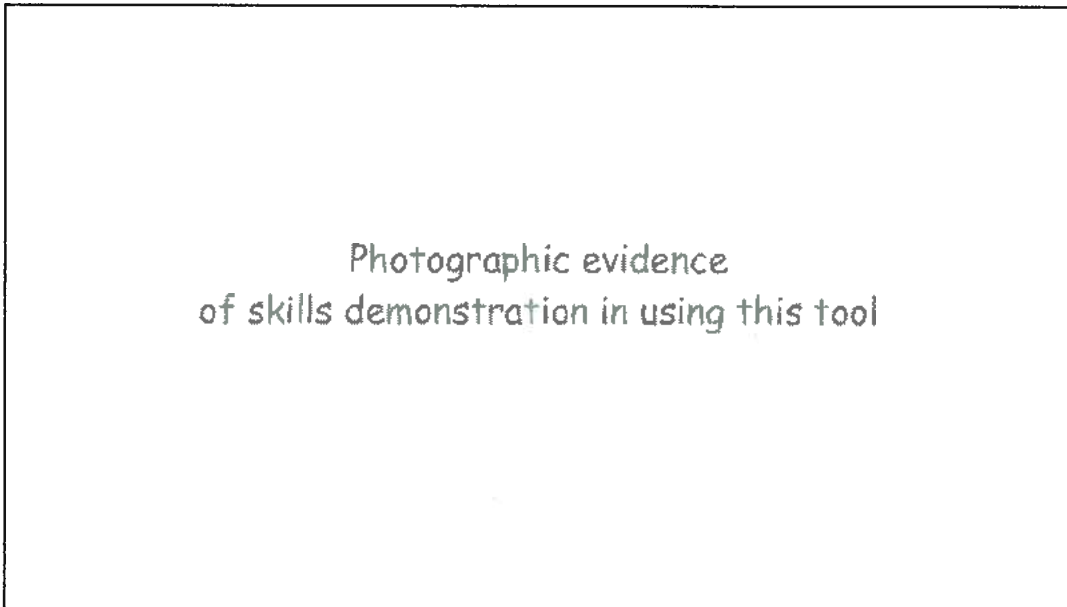
Garden tools and equipment 3

Can you name this tool and state what it is used for?



Name: _____

Used for: _____



Photographic evidence
of skills demonstration in using this tool

This is a photo of _____

Name: _____

Date: _____

Garden tools and equipment 4

Can you name this tool and state what it is used for?



Name: _____

Used for: _____

Photographic evidence
of skills demonstration in using this tool

This is a photo of _____

Name: _____

Date: _____

Garden tools and equipment 5

Can you name this tool and state what it is used for?



Name: _____

Used for: _____

Photographic evidence
of skills demonstration in using this tool

This is a photo of _____

Name: _____

Date: _____

Using capital letters

Read the sentences. There are mistakes with the capital letters.
Underline the mistakes and write the sentences again.

The first one is done for you.

1. Jane wOrks in KenMaRe, But she lives in TralEe. sHe DriVes to woRk each daY.

Jane works in Kenmare, but she lives in Tralee. She drives to work each day.

2. TOM is from Poland. he is a taxi driver in kiLlorgLin, couNty keRry. he starts Work very early in the MorNing.

Aa Bb Cc Dd Ee Ff Gg Hh
Ii Jj Kk Ll Mm Nn Oo Pp Qq
Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0



Name: _____

Date: _____

3. mary works In kiLlaRney park hotel. SHE startS work AT 8.00 a.m. And Finishes AT 4.00 p.m.

4. deniS works iN the hoIIday iNn hOtel, kiLlarney. eVerY daY hE arrives at 7.30 a.M.



Name: _____

Date: _____

Rules of writing - vowels

Look at the alphabet:

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

The letters in red are vowels.

Think about vowels when you spell words.

Complete the words below with vowels.



J _ n _ _ r y

J _ l y

F _ b r _ _ r y

_ _ g _ s t

M _ r c h

S _ p t _ m b _ r

_ p r _ l

_ c t _ b _ r

M _ y

N _ v _ m b _ r

J _ n _

D _ c _ m b _ r



Name: _____

Date: _____

Tools and equipment - Cloze

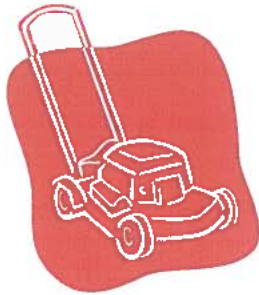
Can you name these tools by inserting missing vowel?



1. r_k_



2. gl_v_s



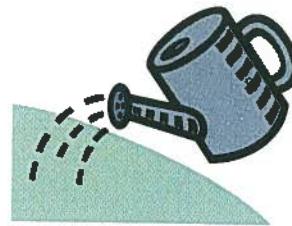
3. l_wnm_w_r



4. tr_w_l



5. sp_d_



6. w_t_r_ng c_n

Name: _____

Date: _____

Garden Diary

1. The weather today is:



2. Temperature in tunnel _____^oC in garden _____^oC



3. Today in the garden I learnt _____

4. The tasks I carried out were _____

5. Next class I will _____

6. I worked with _____







Name: _____

Date: _____

Safety colours and signs

There are lots of signs around the place we work. The signs are in different colours - red, green, yellow and blue.

We can understand different things from the different colours.

Example	Meaning	Colour
	Stop (Do not)	Red
	Danger (Beware, Caution)	Yellow
	Escape routes First aid /safety area (No danger)	Green
	You must (Information)	Blue

Name: _____

Date: _____

Safety colours and signs

Complete the sentences below with the correct words from the box.

red	safe
yellow	blue

1. A _____ sign tells you that there is danger.
2. A _____ sign tells us that we must not do something.
3. A green sign tells you where you can find a _____ place.
4. A _____ sign tells us that we must do something.

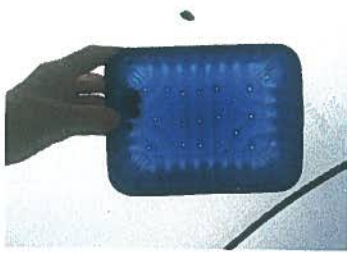


Name: _____

Date: _____

Planting radish seeds

Complete the words below with the missing letters. The first one is done for you.



➤ Make holes in a plastic tray.



➤ Fill with sed compost.



➤ Level compot with ruler.

Name: _____

Date: _____



➤ Ma_e 2 s_all_w furro_s.



➤ P_ur se_ds in_o h_nd.



➤ Sp_inkle s_ed_s sp_ringly i_ furro_s.

Name: _____

Date: _____



➤ Co_er a_d pat do_n co_po_t.



➤ W_t_r.



➤ P_t lab_l i_.

Name: _____ Date: _____

Functions of a plant leaf 1 - Tutor Tips

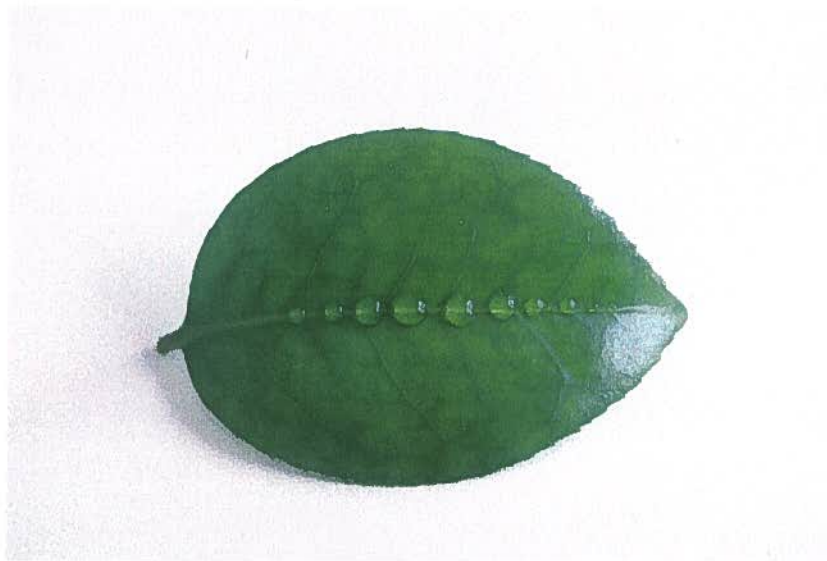


Leaves make their **energy** by taking in **carbon dioxide** from the air.

Leaves absorb **light** from the sun.

Leaves give off **oxygen** when they make food.

Leaves give us **shade**.



Name: _____ Date: _____

Functions of a plant leaf 2



Fill in the missing words using words in the box at the bottom of the page.

Leaves help to make _____ for a plant.

Leaves take in a gas called _____.

They absorb _____ usually from the sun.

Energy is made for the plant and _____ is given off by the leaves.

Leaves give us _____.



oxygen	carbon dioxide	
shade	light	energy



Notes
