

## Instructions for Tutors

These benchmarks directly correspond to the activity manuals on the corresponding web page where you found these benchmarks. These benchmarks not only provide our students with abilities needed to navigate the modern world but also crucial skills to have in preparation for the GED. Never hesitate to ask for additional help from Literacy Mid-South staff.

### Using These Benchmarks to Ensure Progress

Each sub-listing below the proceeding standards has a correlating activity in the activity manuals. We recommend you start slightly below your student's learning level to ensure their ability. If you do not know your student's reading/math level, please contact staff to receive information about their most recent TABE assessment scores.

### Which Activities and Benchmarks Should I Use for My Student(s)?

- Students who are interested in receiving their GED should use *all three* Math, Language Arts, and Reading benchmarks and activity sheets simultaneously.
- ESL tutors are encouraged to use Language Arts activities and benchmarks. Reading can be used as supplemental material as needed.
- Tutors of students most interested in math should use the Math activities and benchmarks.
- Tutors of students only interested in reading should use the Reading activities and benchmarks. Language Arts can be used as supplemental material as needed.

### Mastery Level

We ask that you report the mastery level of the student at each benchmark. Ideally, you will not move onto the next benchmark until you feel the student has a 100% mastery of the content of each standard below. When the student has displayed reasonable understanding of the subject matter, put a 100% in the box and be sure to calculate the number of hours spent on each subject. We urge you not to just use the activity manuals alone to display mastery of the subject. Use additional materials available online and in the libraries to help the student master each standard. Laubach and Challenger books are also available upon request.

### Reporting These Benchmarks

We ask that you submit a progress report about your student *each month* to Literacy Mid-South through our online Tutor Lounge. (<http://literacymidsouthtutor.weebly.com/>). Let us know what standard your student is on and any challenges you may have encountered along the way. Also, be sure to report your hours while you are there.

### Next Steps After Completion

Keep these benchmarks as your guide to helping your student progress. When you have finished all the benchmarks below, send in this checklist to Literacy Mid-South staff and notify them that your student is ready for a TABE assessment. Literacy Mid-South will contact you to schedule a time for a T.A.B.E. assessment. This assessment will ensure that your student has adequately progressed. Once your student has shown growth on the TABE, you may move to the next activities manual.

# Language Arts

## Level 2.0-3.9

### Beginning Basic Education

Student	Tutor	Date Enrolled	
<b>Standard 1: Demonstrate beginning knowledge of the conventions of standard written English.</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
09.01 Write short sentences from dictation			
09.02 Write (copy) dates, days of the week, months of the year, and numbers			
<b>Standard 2: Apply rules of capitalization.</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
10.01 Capitalize the greeting and closing of a letter.			
<b>Standard 3: Apply rules of punctuation.</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
11.01 Use a comma between city and state and between the day of the month and the year			
11.02 Use a comma after the greeting and after the closing of a friendly letter			
11.03 Use commas to separate words in a series			
11.04 Use an apostrophe to form contractions			
<b>Standard 4: Apply basic grammatical concepts and rules.</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
12.01 Identify the subject and predicate within a sentence			
12.02 Write the singular and plural form of nouns			
12.03 Write original declarative sentences having compound subjects and/or predicates			
12.04 Write the appropriate forms of common regular and irregular verbs e.g. am/is/are, was/were, etc.			
12.05 Make nouns and pronouns agree			
12.06 Distinguish the uses of "the", "a", and "an."			

<b>Standard 5: Organize information</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
13.01 Assign words to appropriate lists based on similarities in definition, structure, or part of speech			
13.02 Generate headings for words grouped by commonalities			
13.03 Identify sentences and non-sentences			
13.04 Tell an event in chronological order			

<b>Standard 6: Communicate ideas and information through the writing process.</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
14.01 Make a plan for writing that includes a central topic and at least two related ideas			
14.02 Draft and revise simple writings that express ideas clearly			
14.03 Compose a short letter and address an envelope			
14.04 Complete a simple form stating personal information, e.g. name, complete address, telephone number, date of birth, employer, and emergency contact			
14.05 Write from personal experience			
14.06 Compose simple sets of instructions for tasks using logical sequencing of at least three steps			

<b>Standard 7: Use speaking strategies effectively</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
15.01 Use eye contact and simple gestures to enhance communications			
15.02 Present orally a written assignment			

<b>Standard 8: Demonstrate familiarity with computers and computer terminology</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
16.01 Open and close basic computer programs (or apps) appropriately			
16.02 Identify and access a web address			

**STOP! Please contact Literacy Mid-South for a student assessment before continuing!**

Adapted from the Florida Department of Education ABE Performance Standards