

## COMMUNICATION SKILLS

### III. WRITING BASIC PERSONAL INFORMATION

This section is designed primarily to train functional writing skills related to writing one's name in printed form or cursive-ly, and writing one's address and telephone number. Tracing skills are not included since tracing is considered a *training technique* rather than an end-goal that is purposeful *and* directly applicable in and of itself.

The TAXONOMY does not develop a formal written language program since excellent materials already exist on the subject and it is believed this aspect of a client's training is best handled by specialists in this area. The skills in Section III are not, therefore, intended to be used as a substitute for available professional written language training services or programs.

#### 275.1 IDENTIFYING FIRST NAME

Client is shown a list of first names, typed and/or handwritten depending on the tasks selected for training, and is asked to locate his or her first name. It is suggested to vary the *names on the list(s)*, the *number of names*, and the *placement of client's name on the list(s)* each training session. It also is suggested handwritten lists used be written by a different person each training session to insure client is exposed to a variety of styles of handwriting.

- Locates first name: On typed list    ■ On hand-printed list    ■ On cursive written list

#### 275.2 IDENTIFYING LAST NAME

Client is shown a list of last names, typed and/or handwritten depending on the tasks selected for training, and is asked to locate his or her last name. It is suggested to vary the *names on the list(s)*, the *number of names*, and the *placement of client's name on the list(s)* each training session. It also is suggested handwritten lists used be written by a different person each training session to insure client is exposed to a variety of styles of handwriting.

- Locates last name: On typed list    ■ On hand-printed list    ■ On cursive written list

#### 275.3 IDENTIFYING MIDDLE NAME

Client is shown a list of middle names, typed and/or handwritten depending on the tasks selected for training, and is asked to locate his or her middle name. It is suggested to vary the *names on the list(s)*, the *number of names*, and the *placement of client's name on the list(s)* each training session. It also is suggested handwritten lists used be written by a different person each training session to insure client is exposed to a variety of styles of handwriting.

- Locates middle name: On typed list    ■ On hand-printed list    ■ On cursive written list

#### 275.4 IDENTIFYING NICKNAME

Client is shown a list of nicknames, typed and/or handwritten depending on the tasks selected for training, and is asked to locate his or her nickname. It is suggested to vary the *names on the list(s)*, the *number of names*, and the *placement of client's name on the list(s)* each training session. It also is suggested handwritten lists used be written by a different person each training session to insure client is exposed to a variety of styles of handwriting.

- Locates nickname: On typed list    ■ On hand-printed list    ■ On cursive written list

#### 275.5 IDENTIFYING NAME: Synthesis

Client is shown a typed and/or handwritten list of names — a list for and according to each name-form task selected for training — and is asked to locate his or her name. It is suggested to vary the *names on the list(s)*, the *number of names*, and the *placement of client's name on the list(s)* each training session. It also is suggested handwritten lists used be written by a different person each training session to insure client is exposed to a variety of styles of handwriting.

**FIRST AND LAST NAMES** (e.g. James Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursive written list: Locates name on list

**FIRST, MIDDLE, AND LAST NAMES** (e.g. James Edward Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursive written list: Locates name on list

III. WRITING BASIC PERSONAL INFORMATION

IDENTIFYING NAME: Synthesis (Cont.)

**FIRST NAME, MIDDLE INITIAL, AND LAST NAME** (e.g. James E. Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**NICKNAME AND LAST NAME** (e.g. Jim Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**FIRST INITIAL AND LAST NAME** (e.g. J. Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**FIRST AND MIDDLE INITIALS AND LAST NAME** (e.g. J. E. Doe)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST AND FIRST NAMES** (e.g. Doe, James)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST, FIRST, AND MIDDLE NAMES** (e.g. Doe, James Edward)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST NAME, FIRST NAME, AND MIDDLE INITIAL** (e.g. Doe, James E.)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST NAME AND NICKNAME** (e.g. Doe, Jim)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST NAME AND FIRST INITIAL** (e.g. Doe, J.)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

**LAST NAME, FIRST AND MIDDLE INITIALS** (e.g. Doe, J. E.)

- Typed list: Locates name on list
- Hand-printed list: Locates name on list
- Cursively written list: Locates name on list

276.1 PRINTING FIRST NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and print first name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of first name client is to print including style of printing (e.g. *William*, *William*, *Bill*, *BILL* ), and type of written cue client is to be given (e.g. typed, hand-printed, client's ID).

Materials client is to use: \_\_\_\_ Pen \_\_\_\_ Pencil \_\_\_\_ Ruled paper \_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_ Right hand \_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Form of first name client is to print (including style of printing):

Type of written cue client is to be given:

- Client collects: Pen ■ Pencil ■ Ruled paper ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point ■ Uses grasp indicated in directions

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## PRINTING FIRST NAME: Using Written Cue (Cont.)

- Uses indicated grasp consistently throughout printing
- Uses other hand to steady paper as necessary
- Prints first letter of name
- As first letter
- Form is correct (e.g. legible, not reversed)
- Prints second letter of name
- As second letter
- Form is correct (e.g. legible, not reversed)
- Prints third letter of name
- As third letter
- Form is correct (e.g. legible, not reversed)
- Prints fourth letter of name
- As fourth letter
- Form is correct (e.g. legible, not reversed)
- Prints fifth letter of name
- As fifth letter
- Form is correct (e.g. legible, not reversed)
- Prints sixth letter of name
- As sixth letter
- Form is correct (e.g. legible, not reversed)
- Prints seventh letter of name
- As seventh letter
- Form is correct (e.g. legible, not reversed)
- Prints eighth letter of name
- As eighth letter
- Form is correct (e.g. legible, not reversed)
- Prints ninth letter of name
- As ninth letter
- Form is correct (e.g. legible, not reversed)
- Prints tenth letter of name
- As tenth letter
- Form is correct (e.g. legible, not reversed)
- Prints eleventh letter of name
- As eleventh letter
- Form is correct (e.g. legible, not reversed)
- Prints twelfth letter of name
- As twelfth letter
- Form is correct (e.g. legible, not reversed)
- Straightness of printing on *unruled* paper is reasonable
- Alignment of printing on *ruled* paper is reasonable
- Size of printing is reasonably uniform
- Spacing between letters is appropriate
- And reasonably uniform
- Prints first name in reasonable amount of time:

## 277.1 PRINTING FIRST NAME: From Memory

Client is asked to collect writing materials and print first name. No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and form of first name client is to print including style of printing (e.g. *William, William, Bill, BILL* ).

Materials client is to use: \_\_\_\_\_ Pen \_\_\_\_\_ Pencil \_\_\_\_\_ Ruled paper \_\_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_\_ Right hand \_\_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Form of first name client is to print (including style of printing):

- Client collects: Pen ■ Pencil ■ Ruled paper ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point ■ Uses grasp indicated in directions
- Uses grasp consistently throughout printing
- Uses other hand to steady paper as necessary
- Prints first letter of name
- As first letter
- Form is correct (e.g. legible, not reversed)
- Prints second letter of name
- As second letter
- Form is correct (e.g. legible, not reversed)
- Prints third letter of name
- As third letter
- Form is correct (e.g. legible, not reversed)
- Prints fourth letter of name
- As fourth letter
- Form is correct (e.g. legible, not reversed)
- Prints fifth letter of name
- As fifth letter
- Form is correct (e.g. legible, not reversed)
- Prints sixth letter of name
- As sixth letter
- Form is correct (e.g. legible, not reversed)
- Prints seventh letter of name
- As seventh letter
- Form is correct (e.g. legible, not reversed)
- Prints eighth letter of name
- As eighth letter
- Form is correct (e.g. legible, not reversed)
- Prints ninth letter of name
- As ninth letter
- Form is correct (e.g. legible, not reversed)
- Prints tenth letter of name
- As tenth letter
- Form is correct (e.g. legible, not reversed)
- Prints eleventh letter of name
- As eleventh letter
- Form is correct (e.g. legible, not reversed)
- Prints twelfth letter of name
- As twelfth letter
- Form is correct (e.g. legible, not reversed)
- Straightness of printing on *unruled* paper is reasonable
- Alignment of printing on *ruled* paper is reasonable
- Size of printing is reasonably uniform
- Spacing between letters is appropriate
- And reasonably uniform
- Prints first name in reasonable amount of time:

## 277.2 PRINTING MIDDLE NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and print middle name (or middle initial if this is selected for training in place of middle name). Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of middle name client is to print including style of printing (e.g. *James, James, Jamie, J.* ), and type of written cue client is to be given (e.g. typed, hand-printed, client's ID).

Materials client is to use: \_\_\_\_\_ Pen \_\_\_\_\_ Pencil \_\_\_\_\_ Ruled paper \_\_\_\_\_ Unruled paper

## III. WRITING BASIC PERSONAL INFORMATION

## PRINTING MIDDLE NAME: Using Written Cue (Cont.)

*Hand with which client is to hold pen or pencil:* \_\_\_\_ *Right hand* \_\_\_\_ *Left hand*

*Grasp client is to use on pen or pencil:*

*Form of middle name client is to print (including style of printing):*

*Type of written cue client is to be given:*

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout printing    ■ Uses other hand to steady paper as necessary

**Middle initial only**

- Prints middle initial    ■ Form is correct (e.g. legible, not reversed)
- Adds a period after initial    ■ Size and form of period are correct    ■ Period is appropriately placed
- Prints first letter of name    ■ As first letter    ■ Form is correct (e.g. legible, not reversed)
- Prints second letter of name    ■ As second letter    ■ Form is correct (e.g. legible, not reversed)
- Prints third letter of name    ■ As third letter    ■ Form is correct (e.g. legible, not reversed)
- Prints fourth letter of name    ■ As fourth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints fifth letter of name    ■ As fifth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints sixth letter of name    ■ As sixth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints seventh letter of name    ■ As seventh letter    ■ Form is correct (e.g. legible, not reversed)
- Prints eighth letter of name    ■ As eighth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints ninth letter of name    ■ As ninth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints tenth letter of name    ■ As tenth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints eleventh letter of name    ■ As eleventh letter    ■ Form is correct (e.g. legible, not reversed)
- Prints twelfth letter of name    ■ As twelfth letter    ■ Form is correct (e.g. legible, not reversed)
- *Straightness* of printing on *unruled* paper is reasonable    ■ *Alignment* of printing on *ruled* paper is reasonable
- *Size* of printing is reasonably uniform
- *Spacing* between letters is appropriate    ■ And reasonably uniform
- Prints middle name in reasonable amount of time:

## 278.1 PRINTING MIDDLE NAME: From Memory

Client is asked to collect writing materials and print middle name (or middle initial if this is selected for training in place of middle name). No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and form of middle name client is to print including style of printing (e.g. **James, James, Jamie, J.** ).

*Materials client is to use:* \_\_\_\_ *Pen* \_\_\_\_ *Pencil* \_\_\_\_ *Ruled paper* \_\_\_\_ *Unruled paper*

*Hand with which client is to hold pen or pencil:* \_\_\_\_ *Right hand* \_\_\_\_ *Left hand*

*Grasp client is to use on pen or pencil:*

*Form of middle name client is to print (including style of printing):*

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout printing    ■ Uses other hand to steady paper as necessary

**Middle initial only**

- Prints middle initial    ■ Form is correct (e.g. legible, not reversed)
- Adds a period after initial    ■ Size and form of period are correct    ■ Period is appropriately placed
- Prints first letter of name    ■ As first letter    ■ Form is correct (e.g. legible, not reversed)
- Prints second letter of name    ■ As second letter    ■ Form is correct (e.g. legible, not reversed)
- Prints third letter of name    ■ As third letter    ■ Form is correct (e.g. legible, not reversed)
- Prints fourth letter of name    ■ As fourth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints fifth letter of name    ■ As fifth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints sixth letter of name    ■ As sixth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints seventh letter of name    ■ As seventh letter    ■ Form is correct (e.g. legible, not reversed)
- Prints eighth letter of name    ■ As eighth letter    ■ Form is correct (e.g. legible, not reversed)
- Prints ninth letter of name    ■ As ninth letter    ■ Form is correct (e.g. legible, not reversed)



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## III. WRITING BASIC PERSONAL INFORMATION

## PRINTING MIDDLE NAME: From Memory (Cont.)

- Prints tenth letter of name      ■ As tenth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints eleventh letter of name      ■ As eleventh letter      ■ Form is correct (e.g. legible, not reversed)
- Prints twelfth letter of name      ■ As twelfth letter      ■ Form is correct (e.g. legible, not reversed)
- *Straightness* of printing on *unruled* paper is reasonable      ■ *Alignment* of printing on *ruled* paper is reasonable
- *Size* of printing is reasonably uniform
- *Spacing* between letters is appropriate      ■ And reasonably uniform
- Prints middle name in reasonable amount of time:

## 279.1 PRINTING LAST NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and print last name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, style of printing client is to use when printing last name (e.g. *Antidormi*, *Antidormi*, *ANTIDORMI*), and type of written cue client is to be given (e.g. typed, hand-printed, client's ID).

Materials client is to use:         Pen         Pencil         Ruled paper         Unruled paper

Hand with which client is to hold pen or pencil:         Right hand         Left hand

Grasp client is to use on pen or pencil:

Style of printing client is to use when printing last name:

Type of written cue client is to be given:

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout printing    ■ Uses other hand to steady paper as necessary
- Prints first letter of name      ■ As first letter      ■ Form is correct (e.g. legible, not reversed)
- Prints second letter of name      ■ As second letter      ■ Form is correct (e.g. legible, not reversed)
- Prints third letter of name      ■ As third letter      ■ Form is correct (e.g. legible, not reversed)
- Prints fourth letter of name      ■ As fourth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints fifth letter of name      ■ As fifth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints sixth letter of name      ■ As sixth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints seventh letter of name      ■ As seventh letter      ■ Form is correct (e.g. legible, not reversed)
- Prints eighth letter of name      ■ As eighth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints ninth letter of name      ■ As ninth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints tenth letter of name      ■ As tenth letter      ■ Form is correct (e.g. legible, not reversed)
- Prints eleventh letter of name      ■ As eleventh letter      ■ Form is correct (e.g. legible, not reversed)
- Prints twelfth letter of name      ■ As twelfth letter      ■ Form is correct (e.g. legible, not reversed)
- *Straightness* of printing on *unruled* paper is reasonable      ■ *Alignment* of printing on *ruled* paper is reasonable
- *Size* of printing is reasonably uniform
- *Spacing* between letters is appropriate      ■ And reasonably uniform
- Prints last name in reasonable amount of time:

## 279.2 PRINTING LAST NAME: From Memory

Client is asked to collect writing materials and print last name. No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and style of printing client is to use when printing last name (e.g. *Antidormi*, *Antidormi*, *ANTIDORMI*).

Materials client is to use:         Pen         Pencil         Ruled paper         Unruled paper

Hand with which client is to hold pen or pencil:         Right hand         Left hand

Grasp client is to use on pen or pencil:

Style of printing client is to use when printing last name:

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout printing    ■ Uses other hand to steady paper as necessary
- Prints first letter of name      ■ As first letter      ■ Form is correct (e.g. legible, not reversed)

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## III. WRITING BASIC PERSONAL INFORMATION

## PRINTING LAST NAME: From Memory (Cont.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Prints second letter of name   | <input type="checkbox"/> As second letter   | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints third letter of name    | <input type="checkbox"/> As third letter    | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints fourth letter of name   | <input type="checkbox"/> As fourth letter   | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints fifth letter of name    | <input type="checkbox"/> As fifth letter    | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints sixth letter of name    | <input type="checkbox"/> As sixth letter    | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints seventh letter of name  | <input type="checkbox"/> As seventh letter  | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints eighth letter of name   | <input type="checkbox"/> As eighth letter   | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints ninth letter of name    | <input type="checkbox"/> As ninth letter    | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints tenth letter of name    | <input type="checkbox"/> As tenth letter    | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints eleventh letter of name | <input type="checkbox"/> As eleventh letter | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
| <input type="checkbox"/> Prints twelfth letter of name  | <input type="checkbox"/> As twelfth letter  | <input type="checkbox"/> Form is correct (e.g. legible, not reversed) |
- ☐ *Straightness* of printing on *unruled* paper is reasonable    ☐ *Alignment* of printing on *ruled* paper is reasonable
  - ☐ *Size* of printing is reasonably uniform
  - ☐ *Spacing* between letters is appropriate    ☐ And reasonably uniform
  - ☐ Prints last name in reasonable amount of time:

## 280.1 PRINTING NAME: Synthesis

Client is asked to collect writing materials and print name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of name client is to print (e.g. James Doe, James E. Doe, James Edward Doe), whether client is to print name from memory or using a written cue, type of written cue client is to be given (e.g. typed, hand-printed, client's ID), and the maximum space in which client is to print name (e.g. 3" x 1/2").

Materials client is to use: ☐ Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper

Hand with which client is to hold pen or pencil: ☐ Right hand ☐ Left hand

Grasp client is to use on pen or pencil:

Form of name client is to print:

Client is to print name: ☐ From memory ☐ Using written cue    Type of written cue client is to be given:

Maximum space in which client is to print name:

- ☐ Client collects: Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper
- ☐ Holds pen or pencil with correct hand as indicated in directions
- ☐ Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- ☐ Holds pen or pencil an appropriate distance from point ☐ Uses grasp indicated in directions
- ☐ Uses grasp consistently throughout printing ☐ Uses other hand to steady paper as necessary

## FIRST NAME

- ☐ Prints first name as indicated in directions (i.e. name-form selected is correct — James instead of Jim)
- ☐ Prints first name in correct sequence (i.e. as the first name in the series)
- ☐ Prints first name correctly (e.g. legibly, spelled correctly) (Use skill 276.1 or 277.1 if formal training on printing first name is necessary)

## MIDDLE NAME

- ☐ Prints middle name as indicated in directions (i.e. name-form selected is correct — Edward instead of Ed)
- ☐ Prints middle name in correct sequence (i.e. as the second name in the series)
- ☐ Prints middle name correctly (e.g. legibly, spelled correctly) (Use skill 277.2 or 278.1 if formal training on printing middle name is necessary)

## LAST NAME

- ☐ Prints last name
- ☐ Prints last name in correct sequence (i.e. as the last name in the series)
- ☐ Prints last name correctly (e.g. legibly, spelled correctly) (Use skill 279.1 or 279.2 if formal training on printing last name is necessary)
- ☐ *Straightness* of printing on *unruled* paper is reasonable    ☐ *Alignment* of printing on *ruled* paper is reasonable
- ☐ *Size* of printing is reasonably uniform
- ☐ Prints name within maximum space indicated in directions
- ☐ *Spacing between letters* is appropriate    ☐ And reasonably uniform
- ☐ *Spacing between names* is appropriate    ☐ And reasonably uniform
- ☐ Prints name in reasonable amount of time:

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## 281.1 CURSIVELY WRITING FIRST NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and cursively write first name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of first name client is to write including style of cursive writing (e.g. *Robert, Robert, Rob, Bob*), and type of written cue client is to be given (e.g. typed, cursively written, client's ID).

Materials client is to use: ☐ Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper

Hand with which client is to hold pen or pencil: ☐ Right hand ☐ Left hand

Grasp client is to use on pen or pencil:

Form of first name client is to write (including style of cursive writing):

Type of written cue client is to be given:

- ☐ Client collects: Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper
- ☐ Holds pen or pencil with correct hand as indicated in directions
- ☐ Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- ☐ Holds pen or pencil an appropriate distance from point ☐ Uses grasp indicated in directions
- ☐ Uses grasp consistently throughout writing ☐ Uses other hand to steady paper as necessary
  - ☐ Writes first letter of name ☐ As first letter ☐ Form is correct (e.g. legible, upper-case)
  - ☐ Writes second letter of name ☐ As second letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes third letter of name ☐ As third letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes fourth letter of name ☐ As fourth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes fifth letter of name ☐ As fifth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes sixth letter of name ☐ As sixth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes seventh letter of name ☐ As seventh letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes eighth letter of name ☐ As eighth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes ninth letter of name ☐ As ninth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes tenth letter of name ☐ As tenth letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes eleventh letter of name ☐ As eleventh letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes twelfth letter of name ☐ As twelfth letter ☐ Form is correct (e.g. legible, lower-case)
- ☐ Letters are connected ☐ Appropriately
- ☐ Writes first name without lifting pen or pencil from paper
- ☐ Dots "i's" ☐ Appropriately ☐ After all letters are written
- ☐ Crosses "t's" ☐ Appropriately ☐ After all letters are written
- ☐ Slant of writing is appropriate ☐ And reasonably uniform
- ☐ Straightness of writing on unruled paper is reasonable ☐ Alignment of writing on ruled paper is reasonable
- ☐ Size of writing is reasonably uniform
- ☐ Spacing between letters is appropriate ☐ And reasonably uniform
- ☐ Writes first name in reasonable amount of time:

## 281.2 CURSIVELY WRITING FIRST NAME: From Memory

Client is asked to collect writing materials and cursively write first name. No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and form of first name client is to write including style of cursive writing (e.g. *Robert, Robert, Rob, Bob*).

Materials client is to use: ☐ Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper

Hand with which client is to hold pen or pencil: ☐ Right hand ☐ Left hand

Grasp client is to use on pen or pencil:

Form of first name client is to write (including style of cursive writing):

- ☐ Client collects: Pen ☐ Pencil ☐ Ruled paper ☐ Unruled paper
- ☐ Holds pen or pencil with correct hand as indicated in directions
- ☐ Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- ☐ Holds pen or pencil an appropriate distance from point ☐ Uses grasp indicated in directions
- ☐ Uses grasp consistently throughout writing ☐ Uses other hand to steady paper as necessary
  - ☐ Writes first letter of name ☐ As first letter ☐ Form is correct (e.g. legible, upper-case)
  - ☐ Writes second letter of name ☐ As second letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes third letter of name ☐ As third letter ☐ Form is correct (e.g. legible, lower-case)
  - ☐ Writes fourth letter of name ☐ As fourth letter ☐ Form is correct (e.g. legible, lower-case)

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## CURSIVELY WRITING FIRST NAME: From Memory (Cont.)

- Writes fifth letter of name      ■ As fifth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes sixth letter of name      ■ As sixth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes seventh letter of name      ■ As seventh letter      ■ Form is correct (e.g. legible, lower-case)
- Writes eighth letter of name      ■ As eighth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes ninth letter of name      ■ As ninth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes tenth letter of name      ■ As tenth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes eleventh letter of name      ■ As eleventh letter      ■ Form is correct (e.g. legible, lower-case)
- Writes twelfth letter of name      ■ As twelfth letter      ■ Form is correct (e.g. legible, lower-case)
- Letters are connected      ■ Appropriately
- Writes first name without lifting pen or pencil from paper
- Dots "i's"      ■ Appropriately      ■ After all letters are written
- Crosses "t's"      ■ Appropriately      ■ After all letters are written
- *Slant* of writing is appropriate      ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable      ■ *Alignment* of writing on *ruled* paper is reasonable
- *Size* of writing is reasonably uniform
- *Spacing* between letters is appropriate      ■ And reasonably uniform
- Writes first name in reasonable amount of time:

## 282.1 CURSIVELY WRITING MIDDLE NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and cursively write middle name (or middle initial if this is selected for training in place of middle name). Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of middle name client is to write including style of cursive writing (e.g. *Stanley, Stanley, Stan, S.* ), and type of written cue client is to be given (e.g. typed, cursively written, client's ID).

Materials client is to use:    \_\_\_ Pen    \_\_\_ Pencil    \_\_\_ Ruled paper    \_\_\_ Unruled paper

Hand with which client is to hold pen or pencil:    \_\_\_ Right hand    \_\_\_ Left hand

Grasp client is to use on pen or pencil:

Form of middle name client is to write (including style of cursive writing):

Type of written cue client is to be given:

- Client collects: Pen      ■ Pencil      ■ Ruled paper      ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point      ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing      ■ Uses other hand to steady paper as necessary

**Middle initial only**

- Writes middle initial      ■ Form is correct (e.g. legible, upper-case)
- Adds a period after initial      ■ Size and form of period are correct      ■ Period is appropriately placed
- Writes first letter of name      ■ As first letter      ■ Form is correct (e.g. legible, upper-case)
- Writes second letter of name      ■ As second letter      ■ Form is correct (e.g. legible, lower-case)
- Writes third letter of name      ■ As third letter      ■ Form is correct (e.g. legible, lower-case)
- Writes fourth letter of name      ■ As fourth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes fifth letter of name      ■ As fifth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes sixth letter of name      ■ As sixth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes seventh letter of name      ■ As seventh letter      ■ Form is correct (e.g. legible, lower-case)
- Writes eighth letter of name      ■ As eighth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes ninth letter of name      ■ As ninth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes tenth letter of name      ■ As tenth letter      ■ Form is correct (e.g. legible, lower-case)
- Writes eleventh letter of name      ■ As eleventh letter      ■ Form is correct (e.g. legible, lower-case)
- Writes twelfth letter of name      ■ As twelfth letter      ■ Form is correct (e.g. legible, lower-case)
- Letters are connected      ■ Appropriately
- Writes middle name without lifting pen or pencil from paper
- Dots "i's"      ■ Appropriately      ■ After all letters are written
- Crosses "t's"      ■ Appropriately      ■ After all letters are written
- *Slant* of writing is appropriate      ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable      ■ *Alignment* of writing on *ruled* paper is reasonable

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## CURSIVELY WRITING MIDDLE NAME: Using Written Cue (Cont.)

- Size of writing is reasonably uniform
- Spacing between letters is appropriate ■ And reasonably uniform
- Writes middle name in reasonable amount of time:

## 283.1 CURSIVELY WRITING MIDDLE NAME: From Memory

Client is asked to collect writing materials and cursively write middle name (or middle initial if this is selected for training in place of middle name). No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and form of middle name client is to write including style of cursive writing (e.g. *Stanley, Stanley, Stan, S.* ).

Materials client is to use: \_\_\_\_ Pen \_\_\_\_ Pencil \_\_\_\_ Ruled paper \_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_ Right hand \_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Form of middle name client is to write (including style of cursive writing):

- Client collects: Pen ■ Pencil ■ Ruled paper ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing ■ Uses other hand to steady paper as necessary

## Middle initial only

- Writes middle initial ■ Form is correct (e.g. legible, upper-case)
- Adds a period after initial ■ Size and form of period are correct ■ Period is appropriately placed
- Writes first letter of name ■ As first letter ■ Form is correct (e.g. legible, upper-case)
- Writes second letter of name ■ As second letter ■ Form is correct (e.g. legible, lower-case)
- Writes third letter of name ■ As third letter ■ Form is correct (e.g. legible, lower-case)
- Writes fourth letter of name ■ As fourth letter ■ Form is correct (e.g. legible, lower-case)
- Writes fifth letter of name ■ As fifth letter ■ Form is correct (e.g. legible, lower-case)
- Writes sixth letter of name ■ As sixth letter ■ Form is correct (e.g. legible, lower-case)
- Writes seventh letter of name ■ As seventh letter ■ Form is correct (e.g. legible, lower-case)
- Writes eighth letter of name ■ As eighth letter ■ Form is correct (e.g. legible, lower-case)
- Writes ninth letter of name ■ As ninth letter ■ Form is correct (e.g. legible, lower-case)
- Writes tenth letter of name ■ As tenth letter ■ Form is correct (e.g. legible, lower-case)
- Writes eleventh letter of name ■ As eleventh letter ■ Form is correct (e.g. legible, lower-case)
- Writes twelfth letter of name ■ As twelfth letter ■ Form is correct (e.g. legible, lower-case)
- Letters are connected ■ Appropriately
- Writes middle name without lifting pen or pencil from paper
- Dots "i's" ■ Appropriately ■ After all letters are written
- Crosses "t's" ■ Appropriately ■ After all letters are written
- Slant of writing is appropriate ■ And reasonably uniform
- Straightness of writing on unruled paper is reasonable ■ Alignment of writing on ruled paper is reasonable
- Size of writing is reasonably uniform
- Spacing between letters is appropriate ■ And reasonably uniform
- Writes middle name in reasonable amount of time:

## 283.2 CURSIVELY WRITING LAST NAME: Using Written Cue

Client is given a written cue and asked to collect writing materials and cursively write last name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, style of cursive writing client is to use when writing last name (e.g. *Calvert, Calvert, Calvert* ), and type of written cue client is to be given (e.g. typed, cursively written, client's ID).

Materials client is to use: \_\_\_\_ Pen \_\_\_\_ Pencil \_\_\_\_ Ruled paper \_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_ Right hand \_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Style of cursive writing client is to use when writing last name:

Type of written cue client is to be given:

- Client collects: Pen ■ Pencil ■ Ruled paper ■ Unruled paper

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## CURSIVELY WRITING LAST NAME: Using Written Cue (Cont.)

- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing    ■ Uses other hand to steady paper as necessary
  - Writes first letter of name    ■ As first letter    ■ Form is correct (e.g. legible, upper-case)
  - Writes second letter of name    ■ As second letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes third letter of name    ■ As third letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes fourth letter of name    ■ As fourth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes fifth letter of name    ■ As fifth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes sixth letter of name    ■ As sixth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes seventh letter of name    ■ As seventh letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes eighth letter of name    ■ As eighth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes ninth letter of name    ■ As ninth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes tenth letter of name    ■ As tenth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes eleventh letter of name    ■ As eleventh letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes twelfth letter of name    ■ As twelfth letter    ■ Form is correct (e.g. legible, lower-case)
- Letters are connected    ■ Appropriately
- Writes last name without lifting pen or pencil from paper
- Dots "i's"    ■ Appropriately    ■ After all letters are written
- Crosses "t's"    ■ Appropriately    ■ After all letters are written
- *Slant* of writing is appropriate    ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable    ■ *Alignment* of writing on *ruled* paper is reasonable
- *Size* of writing is reasonably uniform
- *Spacing* between letters is appropriate    ■ And reasonably uniform
- Writes last name in reasonable amount of time:

## 284.1 CURSIVELY WRITING LAST NAME: From Memory

Client is asked to collect writing materials and cursively write last name. No written cue is provided or may be used by client. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, and style of cursive writing client is to use when writing last name (e.g. *Calvert, Calvert, Calvert* ).

Materials client is to use: \_\_\_\_\_ Pen    \_\_\_\_\_ Pencil    \_\_\_\_\_ Ruled paper    \_\_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_\_ Right hand    \_\_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Style of cursive writing client is to use when writing last name:

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing    ■ Uses other hand to steady paper as necessary
  - Writes first letter of name    ■ As first letter    ■ Form is correct (e.g. legible, upper-case)
  - Writes second letter of name    ■ As second letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes third letter of name    ■ As third letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes fourth letter of name    ■ As fourth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes fifth letter of name    ■ As fifth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes sixth letter of name    ■ As sixth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes seventh letter of name    ■ As seventh letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes eighth letter of name    ■ As eighth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes ninth letter of name    ■ As ninth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes tenth letter of name    ■ As tenth letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes eleventh letter of name    ■ As eleventh letter    ■ Form is correct (e.g. legible, lower-case)
  - Writes twelfth letter of name    ■ As twelfth letter    ■ Form is correct (e.g. legible, lower-case)
- Letters are connected    ■ Appropriately
- Writes last name without lifting pen or pencil from paper
- Dots "i's"    ■ Appropriately    ■ After all letters are written
- Crosses "t's"    ■ Appropriately    ■ After all letters are written

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## CURSIVELY WRITING LAST NAME: From Memory (Cont.)

- *Slant* of writing is appropriate    ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable    ■ *Alignment* of writing on *ruled* paper is reasonable
- *Size* of writing is reasonably uniform
- *Spacing* between letters is appropriate    ■ And reasonably uniform
- Writes last name in reasonable amount of time:

## 285.1 CURSIVELY WRITING NAME: Synthesis

Client is asked to collect writing materials and cursively write name. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, form of name client is to write (e.g. James Doe, James E. Doe, James Edward Doe), whether client is to write name from memory or using a written cue, type of written cue client is to be given (e.g. typed, handwritten, client's ID), and the maximum space in which client is to write name (e.g. 3" x 1/2").

Materials client is to use: \_\_\_\_\_ Pen    \_\_\_\_\_ Pencil    \_\_\_\_\_ Ruled paper    \_\_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_\_ Right hand    \_\_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Form of name client is to write:

Client is to write name: \_\_\_\_\_ From memory    \_\_\_\_\_ Using written cue    Type of written cue client is to be given:

Maximum space in which client is to write name:

- Client collects: Pen    ■ Pencil    ■ Ruled paper    ■ Unruled paper
- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing    ■ Uses other hand to steady paper as necessary

## FIRST NAME

- Writes first name as indicated in directions (i.e. name-form selected is correct — James instead of Jim)
- Writes first name in correct sequence (i.e. as the first name in the series)
- Writes first name correctly (e.g. legibly, spelled correctly) (Use skill 281.1 or 281.2 if formal training on cursively writing first name is necessary)

## MIDDLE NAME

- Writes middle name as indicated in directions (i.e. name-form selected is correct — Edward instead of Ed)
- Writes middle name in correct sequence (i.e. as the second name in the series)
- Writes middle name correctly (e.g. legibly, spelled correctly) (Use skill 282.1 or 283.1 if formal training on cursively writing middle name is necessary)

## LAST NAME

- Writes last name
- Writes last name in correct sequence (i.e. as the last name in the series)
- Writes last name correctly (e.g. legibly, spelled correctly) (Use skill 283.2 or 284.1 if formal training on cursively writing last name is necessary)
- Letters are connected    ■ Appropriately
- *Slant* of writing is appropriate    ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable    ■ *Alignment* of writing on *ruled* paper is reasonable
- *Size* of writing is reasonably uniform
- Writes name within maximum space indicated in directions
- *Spacing between letters* is appropriate    ■ And reasonably uniform
- *Spacing between names* is appropriate    ■ And reasonably uniform
- Writes name in reasonable amount of time:

## 285.2 AWARENESS OF APPROPRIATE USE OF SIGNATURE

- "Before you sign your name on something, what should you always be sure and do?" (Read the document or have it read to you, and assure you understand the document)
- "Who could you ask for help in understanding something you have been asked to sign?":
- "Why should you not sign something you do not understand?" (Client gives reasonable answer)
- "Give three examples of something you should not sign without first consulting with your parents or houseparents." (Client gives appropriate examples and is asked to give different examples each training session)
- "How do you know where to sign your name on something?" (By the words *signature* or *sign here*, by the X . . . )

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## AWARENESS OF APPROPRIATE USE OF SIGNATURE (Cont.)

- Given something with signature placement indicated by the word *signature*, client is asked to locate where it is to be signed (Locates signature placement)
- Given something with signature placement indicated by the words *sign here*, client is asked to locate where it is to be signed (Locates signature placement)
- Given something with signature placement indicated by *X*, client is asked to locate where it is to be signed (Locates signature placement)

**Role-play:** Instructor gives client document and asks client to sign it. It is suggested client be given a different document each training session and the space available for signature be varied.

- Client reads document before signing    ■ Asks for help in reading document when necessary (e.g. asks to have document read to client, asks for help with problem words)
- Demonstrates understanding of document
- Declines signing document when appropriate (e.g. document is not one client should sign, client should consult with someone in home environment before deciding to sign)    ■ Gives appropriate reason(s) for declining to sign document
- Locates signature placement    ■ Writes signature    ■ Cursively
- Adjusts signature size to available space

## 286.1 WRITING ADDRESS

- "Why is it important to know how to write your address?" (Fill out forms, give to friends . . . )
- "If you need to write your address but you can't remember it, what can you do?" (Look on ID . . . )
- Demonstrates locating address on ID

Client is provided with writing materials and asked to write address. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, whether client is to write address from memory or using a written cue, type of written cue client is to be given or may use (e.g. typed, handwritten, client's ID), address client is to write including style of writing (e.g. *S.E. Main*, *S.E. Main*, *S.E. MAIN* ), and the maximum space in which client is to write address (e.g. 3" x 3/4").

Materials client is to use:    \_\_\_ Pen    \_\_\_ Pencil    \_\_\_ Ruled paper    \_\_\_ Unruled paper

Hand with which client is to hold pen or pencil:    \_\_\_ Right hand    \_\_\_ Left hand

Grasp client is to use on pen or pencil:

Client is to write address:    \_\_\_ From memory    \_\_\_ Using written cue    Type of written cue client is to be given or may use:

Address client is to write (including style of writing):

Maximum space in which client is to write address:

- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point    ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing    ■ Uses other hand to steady paper as necessary

## STREET ADDRESS

- Writes house number (e.g. 3829):    ■ House number is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes area of city or town (e.g. S. E.):    ■ Area of city or town is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes street number or name (e.g. 74th Avenue; Main Street):    ■ Street number or name is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes apartment identification (e.g. Apt. 2):    ■ Apartment identification is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes route identification (e.g. Route 3):    ■ Route identification is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes box identification (e.g. Box 119):    ■ Box identification is correct    ■ Legible    ■ And written according to style of writing indicated in directions
- Writes comma    ■ Where required (e.g. Route 3, Box 119)
- Each component of street address is in correct sequence (e.g. 3829 + S. E. + 74th Avenue)
- Letters requiring connecting are connected    ■ Appropriately
- Slant of cursive writing is appropriate    ■ And reasonably uniform
- Straightness of writing on *unruled* paper is reasonable    ■ Alignment of writing on *ruled* paper is reasonable
- Size of street address is reasonably uniform
- Writes street address within maximum space indicated in directions



# COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

### WRITING ADDRESS (Cont.)

- Spacing between letters or numbers *within each component* (e.g. 3/8/2/9 or S./E/.) is appropriate ■ And reasonably uniform
- Spacing *between components* (e.g. 3829/S. E./74th/Avenue) is appropriate ■ And reasonably uniform

#### CITY, STATE, AND ZIP CODE

- Writes city: ■ City is correct ■ Legible ■ And written according to style of writing indicated in directions
- Writes state: ■ State is correct ■ Legible ■ And written according to style of writing indicated in directions
- Writes zip code: ■ Zip code is correct ■ Legible ■ And written according to style of writing indicated in directions
- Writes comma between city and state ■ Comma is appropriately positioned
- City, state, and zip code are in correct sequence
- Letters requiring connecting are connected ■ Appropriately
- Slant of cursive writing is appropriate ■ And reasonably uniform
- *Straightness* of writing on *unruled* paper is reasonable ■ *Alignment* of writing on *ruled* paper is reasonable
- Size of city, state, and zip code is reasonably uniform
- Writes city, state, and zip code within maximum space indicated in directions
- Spacing between letters or numbers *within each component* (e.g. P/o/r/t/l/a/n/d) is appropriate ■ And reasonably uniform
- Spacing between city, state, and zip code is appropriate ■ And reasonably uniform
- Spacing between the two lines of address is appropriate
- Size of writing on both lines is approximately the same ■ Writes address in reasonable amount of time:

### 287.1 WRITING TELEPHONE NUMBER

- "Why is it important to know how to write your telephone number?" (Fill out forms, give to friends . . . )
- "If you need to write your telephone number but you can't remember it, what can you do?" (Look on ID . . . )
- Demonstrates locating telephone number on ID

Client is provided with writing materials and asked to write telephone number. Entries are provided below for instructor to indicate materials client is to use, hand with which client is to hold pen or pencil, grasp client is to use on pen or pencil, whether client is to write telephone number from memory or using a written cue, type of written cue client is to be given or may use (e.g. typed, hand-written, client's ID), telephone number client is to write including area code format if applicable, and the maximum space in which client is to write telephone number (e.g. 1-1/4" x 3/8").

Materials client is to use: \_\_\_\_\_ Pen \_\_\_\_\_ Pencil \_\_\_\_\_ Ruled paper \_\_\_\_\_ Unruled paper

Hand with which client is to hold pen or pencil: \_\_\_\_\_ Right hand \_\_\_\_\_ Left hand

Grasp client is to use on pen or pencil:

Client is to write number: \_\_\_\_\_ From memory \_\_\_\_\_ Using written cue Type of written cue client is to be given or may use:

Telephone number client is to write (including area code format if applicable):

Maximum space in which client is to write telephone number:

- Holds pen or pencil with correct hand as indicated in directions
- Positions paper appropriately (e.g. slanted parallel to forearm of writing hand)
- Holds pen or pencil an appropriate distance from point ■ Uses grasp indicated in directions
- Uses grasp consistently throughout writing ■ Uses other hand to steady paper as necessary

#### AREA CODE

- Writes open parenthesis correctly ■ As first entry
- Writes first number of area code: ■ As first number ■ Number is legible
- Writes second number of area code: ■ As second number ■ Number is legible
- Writes third number of area code: ■ As third number ■ Number is legible
- Writes closed parenthesis correctly ■ As last entry
- Writes hyphen (if parentheses not used) ■ As last entry

#### NUMBER

- |   |                     |                     |
|---|---------------------|---------------------|
| ■ Writes 1st number of phone number:                      | ■ As first number   | ■ Number is legible |
| ■ Writes 2nd number of phone number:                      | ■ As second number  | ■ Number is legible |
| ■ Writes 3rd number of phone number:                      | ■ As third number   | ■ Number is legible |
| ■ Writes a hyphen correctly ■ Between 3rd and 4th numbers |                     |                     |
| ■ Writes 4th number of phone number:                      | ■ As fourth number  | ■ Number is legible |
| ■ Writes 5th number of phone number:                      | ■ As fifth number   | ■ Number is legible |
| ■ Writes 6th number of phone number:                      | ■ As sixth number   | ■ Number is legible |
| ■ Writes 7th number of phone number:                      | ■ As seventh number | ■ Number is legible |

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## WRITING TELEPHONE NUMBER (Cont.)

- Area code precedes phone number
- *Straightness* of writing on *unruled* paper is reasonable    ■ *Alignment* of writing on *ruled* paper is reasonable
- Size of telephone number is reasonably uniform
- Writes telephone number within maximum space indicated in directions
- Spacing between each character is appropriate    ■ And reasonably uniform
- Writes telephone number in reasonable amount of time:

## 288.1 READING WORDS ASSOCIATED WITH BASIC PERSONAL INFORMATION ON FORMS

For each wording selected for training, client is shown the wording and asked: "What does this say?"

- |                  |                  |         |                    |
|------------------|------------------|---------|--------------------|
| ■ Name           | ■ Initial        | ■ City  | ■ Telephone        |
| ■ First          | ■ Last           | ■ State | ■ Telephone number |
| ■ Middle         | ■ Address        | ■ Zip   | ■ Print            |
| ■ Middle initial | ■ Street address | ■ Phone |                    |

For each wording selected for training, client is shown the wording and asked to explain or otherwise indicate what information to write when the wording is encountered on forms.

- |                  |                  |         |                    |
|------------------|------------------|---------|--------------------|
| ■ Name           | ■ Initial        | ■ City  | ■ Telephone        |
| ■ First          | ■ Last           | ■ State | ■ Telephone number |
| ■ Middle         | ■ Address        | ■ Zip   | ■ Print            |
| ■ Middle initial | ■ Street address | ■ Phone |                    |

## 288.2 WRITING BASIC PERSONAL INFORMATION ON FORMS

Client is given a form requesting the information specified in the tasks selected for training and is asked to complete the form. It is suggested to vary the form used each training session.

- **Last:** Writes last name correctly (all aspects)    ■ Writes in space provided for last name    ■ Uses only the space provided on the form (e.g. name does not extend beyond line, or extend into line or text above or below space provided)
- **First:** Writes first name correctly (all aspects)    ■ Writes in space provided for first name    ■ Uses only the space provided on the form (e.g. name does not extend beyond line, or extend into line or text above or below space provided)
- **Initial:** Writes middle initial correctly (all aspects)    ■ Writes in space provided for middle initial    ■ Uses only the space provided on the form (e.g. initial does not extend beyond line, or extend into line or text above or below space provided)
- **Street address:** Writes street address correctly (all aspects)    ■ Writes in space provided for street address    ■ Uses only the space provided on the form (e.g. address does not extend beyond line, or extend into line or text above or below space provided)
- **City:** Writes city correctly (all aspects)    ■ Writes in space provided for city    ■ Uses only the space provided on the form (e.g. city does not extend beyond line, or extend into line or text above or below space provided)
- **State:** Writes state correctly (all aspects)    ■ Writes in space provided for state    ■ Uses only the space provided on the form (e.g. state does not extend beyond line, or extend into line or text above or below space provided)
- **Zip:** Writes zip code correctly (all aspects)    ■ Writes in space provided for zip code    ■ Uses only the space provided on the form (e.g. zip code does not extend beyond line, or extend into line or text above or below space provided)
- **Telephone number:** Writes telephone number correctly (all aspects)    ■ Writes in space provided for telephone number    ■ Uses only the space provided on the form (e.g. number does not extend beyond line, or extend into line or text above space provided)

Client is given a form requesting the information specified in the tasks selected for training and is asked to complete the form. It is suggested to vary the form used each training session.

- **Name:** Writes first and last names correctly (all aspects)    ■ Writes in space provided for names    ■ Uses only the space provided on the form (e.g. names do not extend beyond line, or extend into line or text above or below space provided)
- **Address:** Writes street address correctly (all aspects)    ■ Writes in space provided for address    ■ Uses only the space provided on the form (e.g. address does not extend beyond line, or extend into line or text above or below space provided)
- **City:** Writes city correctly (all aspects)    ■ Writes in space provided for city    ■ Uses only the space provided on the form (e.g. city does not extend beyond line, or extend into line or text above or below space provided)
- **State:** Writes state correctly (all aspects)    ■ Writes in space provided for state    ■ Uses only the space provided on the form (e.g. state does not extend beyond line, or extend into line or text above or below space provided)
- **Zip:** Writes zip code correctly (all aspects)    ■ Writes in space provided for zip code    ■ Uses only the space provided on the form (e.g. zip code does not extend beyond the line, or extend into line or text above or below space provided)
- **Phone:** Writes telephone number correctly (all aspects)    ■ Writes in space provided for telephone number    ■ Uses only the space provided on the form (e.g. number does not extend beyond line, or extend into line or text above space provided)

## COMMUNICATION SKILLS

### III. WRITING BASIC PERSONAL INFORMATION

#### 289.1 PREPARING AND OPENING ENVELOPES

- "Why is it useful to know how to address an envelope?" (Write to friends, mail payments of bills, order things by mail . . . )
- "Why is it important to seal an envelope before you mail it?" (Prevent contents from falling out . . . )
- "Why is it important to put a stamp on an envelope before you mail it?" (So post office will deliver it . . . ) ■ "What will happen if you don't put a stamp on an envelope before mailing it?" (Will be sent back to you, waste time . . . ) ■ "What will happen if you don't use enough postage on an envelope?" (Will be returned to you, addressee will be inconvenienced by having to pay the extra postage . . . )
- "How much does a stamp cost for a regular (first class) letter?": ■ "Where can you buy stamps for your letters and other correspondence?":
- "What can happen if you don't write an address correctly on an envelope or people can't read it?" (Will be sent back to you, may get lost . . . )
- "Why is it important to write your return address on an envelope?" (You'll get it back if it has to be returned, it won't get lost . . . )
- "Why is it important to be careful how you open an envelope?" (Prevent tearing contents . . . )
- "What can you use to help you open an envelope?" (Letter opener . . . )

Instructor arranges for client to have printed material to send to someone (e.g. card, letter, payment), name and address of addressee (written out if necessary), pen, gummed envelope, and stamp. (See *COMMUNITY SKILLS PROGRAM, Section VII*, for formal training on use of post office or stamp machine.) Client is asked to prepare the printed material for mailing. It is suggested to use different printed material and addressee each training session.

##### ADDRESSEE

- Client writes complete name and address of addressee (may copy)
- Writing is: Legible ■ Reasonably neat ■ On front of envelope ■ In appropriate place ■ And right side up

##### RETURN ADDRESS

- Writes complete return address (may copy only if obtains model — e.g. ID card — on own initiative)
- Writing is: Legible ■ Reasonably neat ■ In appropriate place ■ And right side up

##### INSERTING INTO ENVELOPE

- Folds printed material if necessary ■ Folds properly
- Inserts material into envelope ■ Completely ■ And without damaging envelope or material
- Seals envelope ■ Completely

##### STAMP

- Affixes stamp ■ Affixes securely ■ In correct place
- Stamp is right side up ■ And reasonably straight

Client is given a letter opener and a sealed envelope with printed matter inside and asked to open the envelope and remove the contents.

- Inserts proper end of letter opener ■ At side of sealed (envelope) flap
- Makes initial tear ■ And tears open envelope ■ Completely ■ And without tearing or otherwise damaging contents
- Removes contents ■ Without damaging contents

Client is given a sealed envelope with printed matter inside and asked to open the envelope and remove the contents. No letter opener or other aid is provided or may be used.

- Grasps unsealed portion of envelope flap ■ And tears back
- Inserts finger into envelope only (i.e. not into fold of contents)
- Tears open envelope ■ Completely ■ And without damaging contents
- Removes contents ■ Without damaging contents

#### 289.2 PREPARING BASIC PERSONAL CORRESPONDENCE

The TAXONOMY does not develop a formal written language program since it is believed this aspect of a client's training would be best handled by specialists in this area. The present skill is designed for clients who have learned basic composition skills elsewhere, but whose written messages or letters are unclear *primarily* due to their *form* rather than their *content*. The main purpose of this skill, then, is to train on basic elements of a letter (date, salutation, body, complimentary close, and signature) and the appropriate placement of these elements on paper. The skill also includes tasks regarding reasonably correct grammar, spelling, punctuation, and spacing. Errors are acceptable in these categories, however, providing the intent of the letter or message is clear to the reader. For example: *I have a cat* might be written *I has a cat* or *I have a kat* and be considered reasonably correct; however, *I am a cat* or *I have a cut* would not be acceptable.

Client is provided with writing materials and is asked to write a letter or message on any subject to person of client's choice (e.g. note to supervisor or counselor requesting a meeting). Instructor may give suggestions regarding subject and person if necessary.

Materials client is to use: \_\_\_\_\_ Ruled paper \_\_\_\_\_ Unruled paper \_\_\_\_\_ Pencil and eraser \_\_\_\_\_ Pen \_\_\_\_\_ Dictionary

- Client writes date on letter or message ■ Date is correct ■ And placed appropriately on paper

## COMMUNICATION SKILLS

## III. WRITING BASIC PERSONAL INFORMATION

## PREPARING BASIC PERSONAL CORRESPONDENCE (Cont.)

- Writes salutation    ■ In appropriate place on paper
- Writes body of letter or message    ■ In appropriate place on paper
- Writes complimentary close    ■ In appropriate place on paper
- Writes signature    ■ In appropriate place on paper
- Handwriting is legible
- Grammar is reasonably correct
- Spelling is reasonably correct
- Punctuation is reasonably correct
- Handwriting is reasonably straight
- Size of handwriting is reasonably uniform
- Spacing *within words* is reasonable
- Spacing *between words* is reasonable
- Spacing *between lines of writing* is reasonable