

Year 10 Functional English

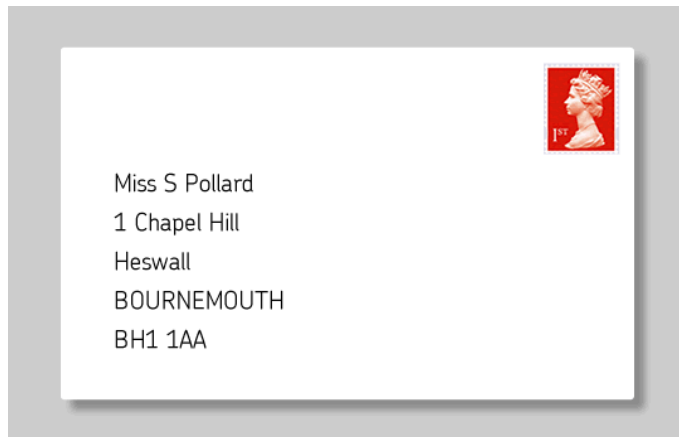
Week Beginning 22nd June 2020



LO:

To be able to write my own address correctly

To know what a signature is and practise writing my own



Why do we need to know our address?

Why do we need to be able to write our own address?

- Fill out forms
- Tell a trusted adult if we are lost
- Apply for jobs
- Apply for benefits
- To get home
- Get a bank account
- Writing letters
- Apply for a driving licence
- To get a passport
- To be able to buy some things

Do you know your own address?

What do we need to know to write our address?

postcode

title

name

postal town

country

house name or number

county

street

area or village or town

What order do these things go in?

Title and Name

House Name and/or Number and Street
Area or Village or Postal Town

County

Postcode

Country

Titles



- Young boys = **Master**
 - Men = **Mr.**
 - Girls and unmarried women = **Miss**
 - Married women = **Mrs.**
 - Women who do not want to say if they are married or not (or if you don't know) = **Ms.**
- Other titles - some people have special titles:
Dr. = Doctor, **Sir** or **Dame** = a person who has been given the honour by the queen, **Prof.** = professor, **Lord, Lady, Earl**, etc.
= members of the nobility

Write your title onto your paper - start with a capital letter!

Initials

- Your initials are the first letter of your name.
- You can use just your first name or all of your Christian names.
- Each letter must be a capital
- Each Initial must have a full stop after it.

Example:

Maryon Pamela could be:

M.

or

M. P.

Write your initial(s) on your paper next to your title -
Don't forget capital letters and full stops

Write your Surname next to your initials -
remember to leave a finger space!

For example:

Mrs. M. P. Shaddock

Now we are going to write our address

Under your name:

- Write your house number, leave a finger space and write the name of the road you live on and the type of road -

Road Street Avenue Crescent Drive

- Don't forget to start each word with a capital letter
- Put a comma after the type of road

Now we are going to write our address

Under the number and street address:

- Write the name of the name of the village or area of the town you live in (not everybody has one of these)

Under this write the town you live in

Example:

Albany Park,
Sidcup,

- Don't forget to start each word with a capital letter
- Put a comma after the type of road

Now we are going to write our address

Under the town:

- Write the county we live in.

We all live in:

Kent.

- Don't forget to start each word with a capital letter
- Put full stop after the county

Now we are going to write our address

Under the county:

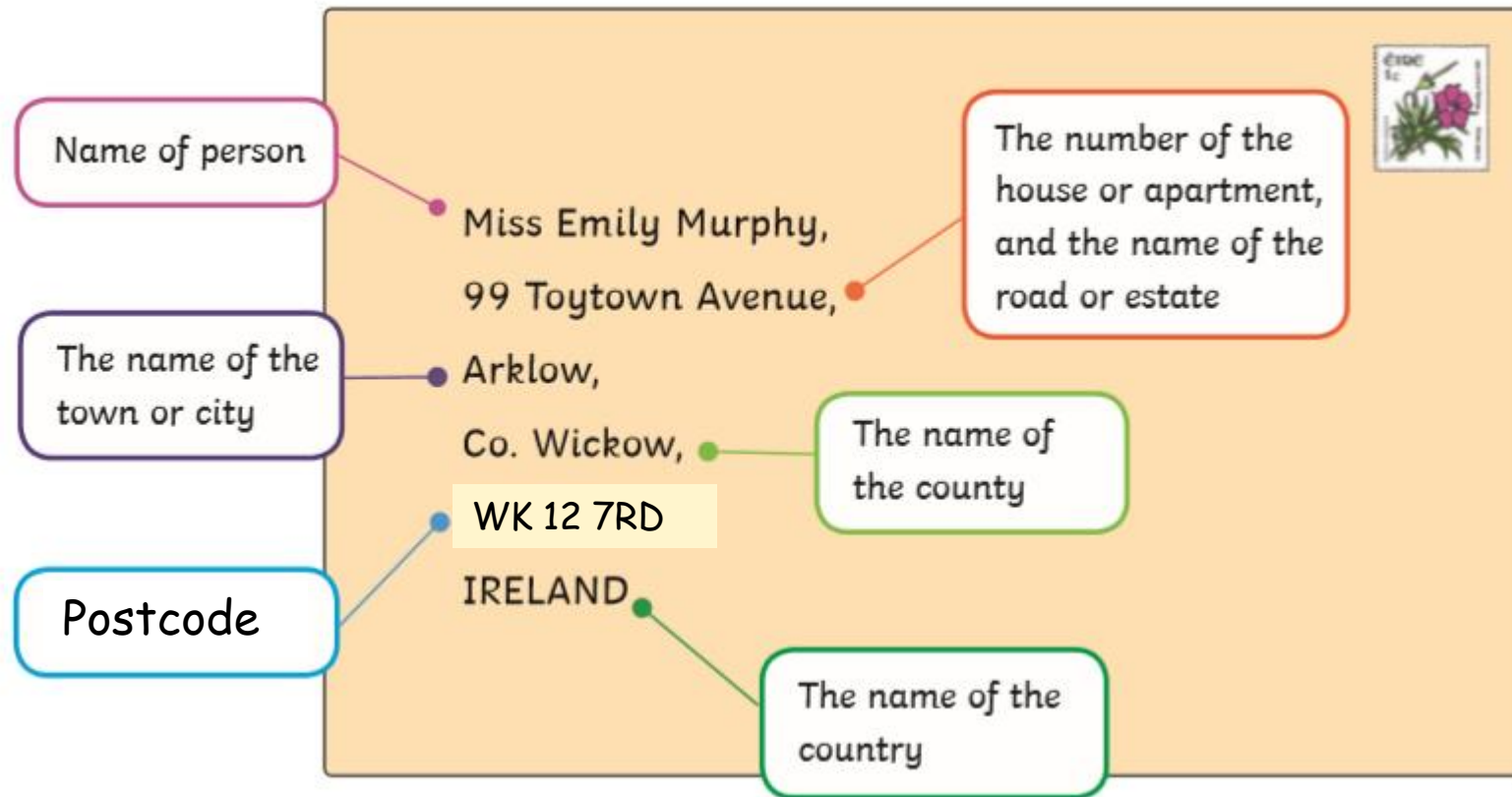
- Write your postcode:

Example

DA14 4PS

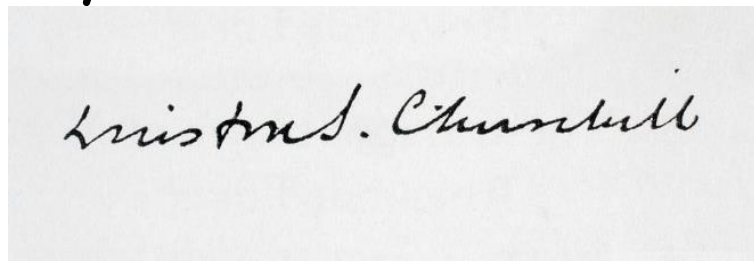
- Postcodes must always be written in capital letters and have a finger space between the two sections.

Hopefully you now have something that looks a bit like this:



Signatures

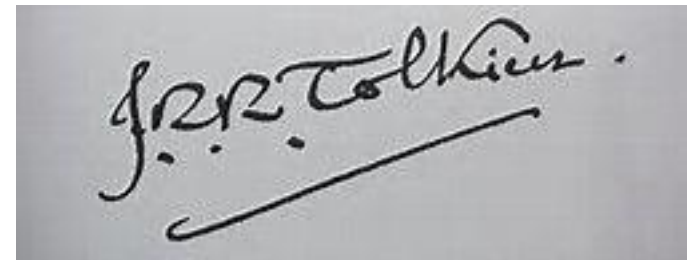
- A signature is a handwritten depiction of your name, written in a distinctive way that is always the same.
- It is used to show proof of identity, proof that you wrote something yourself (even if it is typed out) or that you have agreed to do something.
- Your signature can be your full name or your initial(s) and your surname:



Winston Churchill



Charles



J.R.R. Tolkien

Homework Tasks

- Practise writing your address at least once everyday
- Practise your signature 3 times everyday until you have it so it looks nearly the same every time.
- You do not need to send your work to Mrs Shaddock, but she will ask your parents next week how you are doing with these tasks.



See you next Monday

