Year 10 Functional English

Week Beginning 29th June 2020

LO:
To be able to write my date of birth in different formats

First, show me how much you remember from last week!

1. Write your title, initial(s) and surname on a piece of paper.
2. Write your address under your name – don't forget the commas and the capital letters.
3. Sign your signature under your address.

Mrs M Shaddock

59 Somewhere Drive,

Sidcup,

Kent.

DA14 4PS

Maryon Shaddock

What is your date of birth?

21

16

- It is the day, month and year you were born.

67

Why do you need to know it?

- So you can remember your birthday!
- So that it can be matched to official documents that prove you are who you say you are.
- So other's know when you are legally able to do certain things.
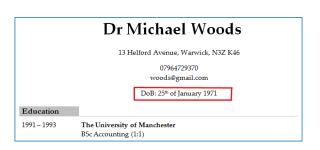
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How do we write our date of birth?

There are lots of different ways to write it and different forms that we fill out may ask us to complete it in different ways.

Therefore, it is important that we can write our date of birth in all the different formats that we might encounter.

What is your date of birth?

Day ⬍   Month ⬍   Year ⬍

What is your date of birth?

DD   MM   YYYY

For example: 31 12 1970

Date of birth

For example: 04 28 1986

Month   Day   Year

Dr Michael Woods

13 Helford Avenue, Warwick, N3Z K46

07964729370

woods@gmail.com

DoB: 25th of January 1971

Education

1991 – 1993   The University of Manchester
                BSc Accounting (1:1)

Date of birth in full

- This means write the day (in numbers), the month in full and the full year you were born.
- Example:

28th April 1961

Write your full date of birth onto your paper or in a chat – remember the names of months start with a capital letter!

Numerical date of birth

- This means write your whole date of birth in numbers.
- First you write the day
    Example: 28
- Then write the month
    Example: 04
- The write the year
    Example: 1961

The numbers are separated by a / or a .

    Examples: 28/04/1961
              28.04.1961

The months and their numbers:

January = 01

February = 02

March = 03

April = 04

May = 05

June = 06

July = 07

August = 08

September = 09

October = 10

November = 11

December = 12

Write your numerical date of birth using both / and then . either onto your paper or as a chat message to me

Numerical date of birth with shortened year

Sometimes a form may only ask for 2 digits for your year of birth. In this case only write the last 2 numbers.

For example

28/04/61   or   28.04.61

Write your shortened numerical date of birth using both / and then . either onto your paper or as a chat message to me

American date of birth

In The United States of America they write the month before the day all the time!

So today would be 06/29/2020.

This means you may be asked to provide your date of birth in this format.

Example: 04/28/1961 or 04.28.61

Write the American format for your date of birth onto your paper or as a chat message to me.

D.o.B or Birth Date

Sometimes people will ask you to fill out your date of birth by writing it out in full:

<p style="text-align:center;">Date of Birth</p>

However, sometimes they abbreviate it to:

<p style="text-align:center;">D.o.B.   or   D.O.B.   or   DOB   or   DoB</p>

Sometimes they change it around and ask for:

<p style="text-align:center;">Birth Date</p>

They all mean the same thing and you just need to write or type in your date of birth in the format they ask for.
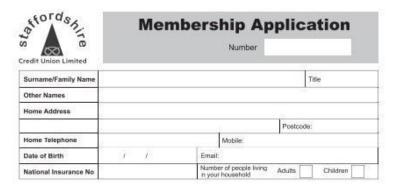
Filling out forms

Many forms that you may need to fill out will have boxes for your date of birth. You fill them out with the correct number of characters in each box in the format they have asked for.

Homework Tasks

- Practise writing your date of birth at least once everyday.
- Practise writing your date of birth in each different format during he week.
- Continue to practise your address and signature 3 everyday.

- 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