

# CERTIFICATE OF ACHIEVEMENT

THIS CERTIFICATE IS AWARDED TO

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FOR DEMONSTRATING ATTAINMENT OF ACADEMIC PROFICIENCIES REQUIRED FOR SUCCESSFUL COMPLETION OF

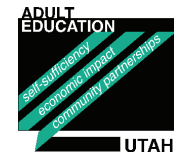
**ADULT BASIC EDUCATION  
ABE 1**

\_\_\_\_\_  
PROGRAM ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TEACHER/INSTRUCTOR

\_\_\_\_\_  
DATE



## **ADULT BASIC EDUCATION BEGINNING BASIC (ABE 1) COMPLETION**

Individual can read simple material on familiar subjects and comprehend simple and compound sentences in single or linked paragraphs containing a familiar vocabulary; can write simple notes and messages on familiar situations but lacks clarity and focus. Sentence structure lacks variety, but individual shows some control of basic grammar (e.g., present and past tense) and consistent use of punctuation (e.g., periods, capitalization).

Individual can count, add, and subtract three-digit numbers, perform multiplication through 12, identify simple fractions, and perform other simple arithmetic operations.

Individual is able to read simple directions, signs, and maps, fill out simple forms requiring basic personal information, write phone messages, and make simple changes. There is minimal knowledge of and experience with using computers and related technology. The individual can handle basic entry-level jobs that require minimal literacy skills; can recognize very short, explicit, pictorial texts (e.g., understands logos related to worker safety before using a piece of machinery;) and can read want ads and complete simple job applications.