

## Form 5: Essential Skills Checklist

### 1. READING SKILLS

- ☐ Read for understanding information or meaning
- ☐ Read to understand and learn
- ☐ Read from more than one book or from long books and understand

### 2. DOCUMENT USE

- ☐ Read signs, labels and lists
- ☐ Understand information on graphs or charts
- ☐ Enter information on forms
- ☐ Understand prescriptions and forms

### 3. WRITING

- ☐ Write to communicate
- ☐ Write comments on a report card
- ☐ Write to journal or keep a diary

### 4. NUMERACY

- ☐ Add, subtract, multiply and divide
- ☐ Take a measurement, use a ruler or tape measure
- ☐ Understand a phone bill or utility bill
- ☐ Understand interest on bills and banking information

### 5. ORAL COMMUNICATION

- ☐ Make someone understand what you need
- ☐ Understand what someone is communicating to you
- ☐ Communicate calmly even if you are in a negative moment

### 6. THINKING

- ☐ Making good decisions
- ☐ Set long term goals and work towards them
- ☐ Plan to organize goals
- ☐ Know where to find information and resources
- ☐ Remember information or develop skills to help memory

**7. WORKING WITH OTHERS**

- ☐ Work with another person/partner
- ☐ Work in a work setting as a member of a team
- ☐ Be able to work unsupervised and finish an assignment
- ☐ Help someone else with a job

**8. COMPUTER USE**

- ☐ Use the internet to find information
- ☐ Send and get an email
- ☐ Know how to use parental controls on your internet, cable etc.

**9. CONTINUOUS LEARNING**

- ☐ Be able to know your own needs and what is stressing you
- ☐ Know who can help you in your community
- ☐ Know how to organize your time and resources
- ☐ Know you're valuable
- ☐ Make a contract with yourself and keep it
- ☐ Understand and live the difference between aggressive and assertive
- ☐ Understand your worth