

Evaluation Tools

Self-evaluation

To determine the needs of your learner, you can use a variety of tools which can, among other things, evaluate her aptitudes without intimidating her.

Inventory of abilities

Put a check beside each one that I know how to do.

I can:

Address letters		Write words		Understand a menu	
Help a child with homework		Order things online		Compare prices	
Write a cheque		Count money		Understand fractions	
Write directions		Write stories		Write an opinion letter to a newspaper	
Write my resume		Write a grocery list		Fill out a form	
Get money from a bank machine		Read a menu		Pass a driver's test	
Give change		Read magazines		Understand labels	
Find a telephone number		Find a word in a dictionary		Apply for a job	
Understand a road map		Order from a catalogue		Read the words of a song	
Understand a recipe		Read instructions		Understand street names	
Read stories to children		Understand a lease agreement		Understand my phone bill	
Understand a bus schedule		Understand the instructions on a box of medication		Make a budget	
Understand my mail		Subtract and add		Find my way around the city	

Progress Report

Learner:

Tutor:

Month:

These are my long-term goals

Date to reach: _____

These are my short-term goals

These are the things we did this month

This is what I learned this month

This is something else I would like to say

Today's date:

Practitioner or Tutor Evaluation

Learning Plan

Name: _____

Date: _____

Please note:

1. You may have many objectives or goals, use a separate learning plan for each goal.
2. Resources and strategies are identified by the learner, the coordinator, and the tutor.
3. A progress report can be done about every 3 months – it doesn't have to be formal.

Objective:					
Skills I already know	Skills I need to learn	I will know I can do this when	Resources	Strategies	Comments

Checklist – Writing Skills

Writing – Level 1	Can do	Needs work	Comments
Prints legibly			
Copies form printed material			
Completes a simple form			
Dictates a language experience story			
Writes short informational message			
Writes 3 simple complete sentences			
<ul style="list-style-type: none"> Ideas relate to topic 			
<ul style="list-style-type: none"> Meaning is clear 			
<ul style="list-style-type: none"> Close to standard spelling 			
<ul style="list-style-type: none"> Uses capitals 			
<ul style="list-style-type: none"> Uses periods 			
Uses writing process			

Laubach Literacy Canada (2008). Literacy Trainer's Manual. Ottawa, ON: Laubach Literacy Canada.