



Student name: \_\_\_\_\_

Tutor name: \_\_\_\_\_

Date: \_\_\_\_\_

Review these **Personal Goals** with student and add, as needed, to Quarterly Progress Report

	<b>Student Goals and Achievements</b>	<b>Date Accepted</b>	<b>Date Accomplished</b>	<b>Comments</b>
	<b>JOB and COMPUTER</b>			
1	Write name and address			
2	Prepare a resume			
3	Write a cover letter			
4	Search for jobs offline (newspapers, etc.)			
5	Search for jobs online			
6	Create a job-appropriate email address			
7	Send at least 5 email messages			
8	Respond to 5 email messages			
9	Attach a document (resume) to an email			
10	Read and understand job applications			
11	Complete an online job application			
12	Perform an online search on an interesting topic			
13	Make an inquiry about a job			
14	Read and write job-related memos			
15	Read and understand a pay check/stub			
16	Read and understand a contract			
17	Read work orders			
18	Fill out paper forms			
19	Fill out online forms			
20	Read information about job training programs			



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	<b><i>JOB and COMPUTER (continued)</i></b>			
21	Talk to manager or boss			
22	Read and understand a New Employee Manual			
	<b><i>BANKING</i></b>			
1	Open a bank account			
2	Fill out bank forms			
3	Write checks			
4	Keep track of bank account			
5	Balance a checkbook			
6	Create a budget			
	<b><i>HEALTH</i></b>			
1	Call and make an appointment			
2	Fill in a health questionnaire			
3	Discuss health issues with a doctor or nurse			
4	Read and understand prescription dose directions and medicine labels			
5	Order medicine from the pharmacy			
6	Identify & understand key safety words			
7	Call 911 for emergency			
8	Understand and get health insurance			



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<i>SHOPPING</i>				
1	Read signs on labels			
2	Compare prices			
3	Ask about prices and discounts			
4	Count money			
5	Order over the phone			
6	Order by mail			
7	Order in a restaurant			
<i>LITERACY IN THE HOME</i>				
1	Read labels on food or cleaning products			
2	Write shopping list			
3	Read and understand a lease			
4	Read mail (bills, ads)			
5	Follow recipes or directions for assembling household items			
6	Look up phone numbers			
7	Take a phone message			
8	Read/write letters or notes to child's teachers			
9	Talk to children's teachers			
10	Understand TV			
11	Talk to neighbors			



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	<b><i>GETTING AROUND</i></b>			
1	Reading street names			
2	Read a map			
3	Ask for directions			
4	Write down directions			
5	Take a driver's test			
6	Read a bus schedule			
7	Confirm a reservation			
	<b><i>GENERAL</i></b>			
1	Read newspapers or magazines			
2	Fill out forms or applications			
3	Tell time			
4	Read a calendar			
5	Read short stories			
6	Read stories to my children			
7	Write and send an email			
8	Write paragraphs			
9	Write essays			
10	Understand idioms			
11	Use a dictionary			