

STUDENT LEARNING GOALS

Student _____ Date _____

Basic Lit ESL

<i>GOALS</i>	<i>Set (X)</i>	<i>Start date</i>	<i>25% date</i>	<i>50% date</i>	<i>75% date</i>	<i>complete date</i>
DAILY LIVING						
Read, write, say and spell name, address and phone number						
Place a telephone call						
Tell time						
Improve conversational/speaking skills						
Record/Write a telephone message						
Write a letter or note						
Use a calendar to make and write down appointments						
Write essay, short story or poem						
Use web search tools/write email						
COMMUNITY						
Apply for and receive US Citizenship						
Register to vote, research issues and candidates, vote						
Read and understand newspaper, periodicals, Internet, religious books						
Tour the library, apply for a library card and check out book(s)						
Talk with neighbors						
Perform volunteer work						

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FINANCES						
Count money						
Understand and pay bills						
Set up & use checking account, understand & balance statement and use other bank services or complete bank-related forms						
Write check						
Buy home or car						
FOOD AND SHOPPING						
Write and use a shopping list						
Read store ads and signs/find best value/use coupons						
Read labels on food						
Communicate with store employees						
Read and follow a recipe or cooking instructions						
Read and order from a menu						
TRANSPORTATION						
Read traffic signs and street signs						
Obtain driver's license						
Find and use bus/metro/train/plane schedules						
Use written directions & maps/give directions						

GOALS	<i>Set by**</i>	<i>Start date</i>	<i>25% date</i>	<i>50% date</i>	<i>75% date</i>	<i>complete date</i>
Apply for learner's permit						
HEALTH						
Call 9-1-1 and communicate an emergency incident						
Communicate with doctors, hospital staff, EMT (symptoms, etc.)						
Fill out medical or insurance forms/apply for Medicaid						
Understand doctor/pharmacist instructions and read medication instructions						
EMPLOYMENT						
Obtain a job						
Gain better job/promotion						
Read job ads/job descriptions						
Fill out a job application/apply for a job						
Prepare for an interview						
Write a resume						
Understand paycheck						
Read and write job related information (work orders, etc.)						
Start own business						

<i>GOALS</i>	<i>Set by**</i>	<i>Start date</i>	<i>25% date</i>	<i>50% date</i>	<i>75% date</i>	<i>complete date</i>
EDUCATION						
Read, write and pronounce letters of the alphabet (learn alphabet)						
Read, write and count numbers and number words (learn numbers)						
Use a dictionary						
Read a book/instruction manual						
Read and write cursive						
Improve basic skills for personal satisfaction and self-confidence						
Improve spelling/grammar/vocabulary						
Improve math/computer skills						
Improve reading/writing/oral skills						
Improve listening comprehension						
Enroll/complete additional course (GED, trade schools, computer, etc.)						
Enroll/complete other licensing/certification tests (nurse assistant, manicurist, childcare, HVAC, etc.)						
Enroll in college/MC credit program						
CURRICULUM COMPLETION						
Complete Skillbook 1						
Complete Skillbook 2						
Complete Skillbook 3						
Complete Skillbook 4						

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PARENTING						
Read book to child						
Communicate with child's teacher						
Communicate in English with child						
Help child with homework						
Fill out school forms						

Monthly Reporting Requirements

Please be sure to report the following items each month:

- Number of hours tutored in the month
- Total number of hours spent on preparation and travel (combined)
- Current skill book and lesson
- Supplementary materials used
- Progress toward existing goals
- Goals met
- New goals set

How?

- Directly to the LCMC using online reporting: (www.literacycouncilmcmd.org/tutresources)
- Through a volunteer Tutor Contact via
 - Word document available online at (www.literacycouncilmcmd.org/tutresources)
Download Pair Form or Download Group Form
 - Email
 - Telephone