

Competencies: “When Do You Need to Use English?”

1. What goals has your student identified related to work, family, health, and education?

2. Highlight any skills (competencies) below that would help your student reach that goal.

Work:

- | | |
|---|---|
| <input type="checkbox"/> Fill out a job or volunteer application | <input type="checkbox"/> Look for jobs in a newspaper or online |
| <input type="checkbox"/> Create a resume | <input type="checkbox"/> Look for jobs online |
| <input type="checkbox"/> Write a cover letter | <input type="checkbox"/> Get a new/better job or more hours |
| <input type="checkbox"/> Participate in a mock interview | <input type="checkbox"/> Learn about volunteering @ org or school |
| <input type="checkbox"/> Describe skills and interests (portfolio) | <input type="checkbox"/> Describe work history and skills (portfolio) |
| <input type="checkbox"/> Write a thank-you note | <input type="checkbox"/> Write a business or formal letter |
| <input type="checkbox"/> Politely greet co-worker or customer | <input type="checkbox"/> Learn new trade-specific vocabulary |
| <input type="checkbox"/> Make small talk | <input type="checkbox"/> Explain something to a customer |
| <input type="checkbox"/> Ask for help or clarification | <input type="checkbox"/> Express opinion at work |
| <input type="checkbox"/> Learn about workers’ rights/responsibilities | <input type="checkbox"/> Write a note to supervisor or co-workers |
| <input type="checkbox"/> Homemaking: _____ | <input type="checkbox"/> Childrearing: _____ |
| <input type="checkbox"/> Write an email | <input type="checkbox"/> Fill out an incident report |
| <input type="checkbox"/> Fill out a time sheet | <input type="checkbox"/> Fill out a form |
| <input type="checkbox"/> Fill out a schedule | |

Continuing Education:

- | | |
|--|--|
| <input type="checkbox"/> Pass a test for GED | <input type="checkbox"/> Sign up for GED prep class |
| <input type="checkbox"/> Completed GED | <input type="checkbox"/> Complete a training/certification program |
| <input type="checkbox"/> Learn about a new training program | <input type="checkbox"/> Learn about family relationships |
| <input type="checkbox"/> Enroll in a new training program | <input type="checkbox"/> Learn about child development |
| <input type="checkbox"/> Learn a new computer skill | <input type="checkbox"/> Learn about leadership |
| <input type="checkbox"/> Write education history (portfolio) | |

Civics, Health, Child’s School:

- | | |
|---|--|
| <input type="checkbox"/> Give name/phone #/address | <input type="checkbox"/> Do volunteer work |
| <input type="checkbox"/> Talk to child’s teacher | <input type="checkbox"/> Become a citizen |
| <input type="checkbox"/> Make a doctor’s appointment | <input type="checkbox"/> Ask a question in the store or on the bus |
| <input type="checkbox"/> Feel better talking with health providers | <input type="checkbox"/> Learn about healthcare system |
| <input type="checkbox"/> Practice culturally appropriate conversation | <input type="checkbox"/> Navigate bank services |
| <input type="checkbox"/> Learn about workers’ rights | <input type="checkbox"/> Read bus schedule |
| <input type="checkbox"/> Get a library card | <input type="checkbox"/> Visit a library |
| <input type="checkbox"/> Read to child | <input type="checkbox"/> Read directions on medicine bottle |
| <input type="checkbox"/> Get a driver’s license | <input type="checkbox"/> Vote |
| <input type="checkbox"/> Report a problem to landlord (call or write) | <input type="checkbox"/> Create a budget |

