



List of Functional Situations

Name

:

Date

:

This is a list of everyday situations you may need help with. Please check the boxes of all of the topics you have an interest in:

Computers:

- Basic computer skills
- Using word processing
- Using the Internet
- Sending an e-mail
- Keyboarding
- Computer related vocabulary

School related:

- Help with own homework
- Understanding assignments
- Writing a note to a teacher
- Preparing for a meeting with a teacher
- Communicating with a school
- Reading with/to a child
- Helping a child with homework

Job search:

- Job search vocabulary
- Looking for work
- Writing a cover letter
- Writing a resume
- Filling out a job application
- Preparing for an interview

Work-related:

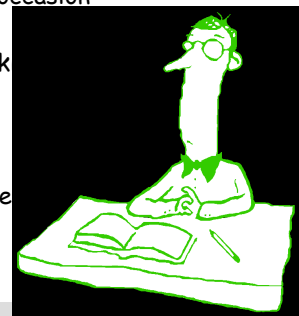
- Work-related vocabulary
- Making a report
- Job related forms
- Reading a work manual
- Writing a business letter
- Writing/reading memos

Everyday situations:

- Write/read/discuss a basic letter (friendly, business, complaint)
- Read/follow a label (i.e. drug, food)
- Follow/give instructions or directions
- Read/discuss a newspaper article
- Filling out a form
- Writing a cheque
- Write/read/discuss short notes
- Take/give/discuss a message
- Use a telephone book/directory
- Make/follow a list (i.e. grocery list)
- Follow/give a recipe

Misc. situations:

- Understanding current events
- Using a map or schedule
- Time management
- Planning for a special occasion
- Organizational skills
- Study skills & test-taking
- Estimating amounts
- Buying on credit
- Understanding bills
- Creating/using a budget
- Basic calculations



Hobbies/Interests



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