

<i><b>Student Goals</b></i>	<i><b>Start Date</b></i>	<i><b>25%</b></i>	<i><b>50%</b></i>	<i><b>75%</b></i>	<i><b>Completion Date</b></i>
<b>DAILY LIVING</b>					
Read, write, say, spell name, address and phone					
Place a phone call					
Tell time					
Improve conversational/speaking skills					
Record, write a phone message					
Write a letter or note					
Use a calendar to make, write down appointments					
Write an essay, short story or poem					
Use web search tools, write email					
<b>EDUCATION</b>					
Read, write, pronounce letters of alphabet					
Read, write, count numbers and number words					
Use a dictionary					
Read an instruction manual					
Read and write cursive					
Improve spelling, grammar, vocabulary					
Improve math, computer skills					
Improve reading, writing, oral skills					
Improve listening comprehension					
Enroll, complete GED, trade schools, etc					
Enroll, complete licensing or certification tests					
Register for college					
<b>COMMUNITY</b>					
Apply for, receive U.S. Citizenship					
Register to vote, research issues/candidates, vote					
Read, understand newspaper					
Tour library, apply for library card, check out books					
Talk with neighbors					
Perform volunteer work					
<b>PARENTING</b>					
Read book to child					
Communicate with child's teacher					
Communicate in English with child					
Help child with homework					
Fill out school forms					
<b>HEALTH</b>					
Call 911 and communicate an emergency					
Communicate with doctors and hospital staff					
Fill out medical and insurance forms					
Understand doctor and pharmacist instructions					

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<b>FOOD AND SHOPPING</b>					
Write and use shopping list					
Read store ads, find best value, use coupons					
Read food labels					
Communicate with store employees					
Read and order from menu					
Read and follow a recipe					
<b>FINANCES</b>					
Count money					
Understand and pay bills					
Set up, use checking account, understand statement					
Write check					
Buy home or car					
<b>TRANSPORTATION</b>					
Read traffic and street signs					
Apply for learner's permit					
Obtain drivers license					
Find and use bus, train, subway, plane schedules					
Understand written directions and maps					
<b>EMPLOYMENT</b>					
Obtain a job					
Gain better job or promotion					
Read job ads					
Fill out a job application					
Prepare for an interview					
Write a resume					
Understand paycheck					
Start own business					
<b>CURRICULUM</b>					
Complete Skill Book 1					
Complete Skill Book 2					
Complete Skill Book 3					
Complete Skill Book 4					

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

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