



CLB – Essential Skills Diagnostic Checklist

Reading – Text and Document Use

Name: _____

Date: _____

Tasks	I think I can	I need to practise
Read a short note from someone I know		
Read a simple letter that is one paragraph long		
Read a greeting card		
Read a comment or suggestion		
Read an e-mail message on a familiar topic		
Read a memo to remind me of something I need to do		
Total Blue		
Read an advertisement		
Find a company in the yellow pages		
Read a list of services		
Find items in a supply catalogue		
Read a brochure		
Read a shopping list		
Total Pink		
Read simple directions		
Read short instructions with 4 or 5 steps		
Read road signs		
Read the label on a product		
Read a safety warning		
Read how to do a work task		
Total Green		
Read a paragraph about a person		
Read a report about someone's work day		
Read about an event or incident		
Read a description about a place		
Read a description of a tool or object		
Match a short story with pictures		
Total Yellow		
Read a cash register receipt		
Read a bill or invoice		
Read a job application form		
Read a map		
Read a diagram		
Read signs and symbols		
Total Mauve		



Summary Grid

Reading – Text and Document Use

Use this grid to compile the results of your student checklists.

Name of Student	Total "I need to practise"				
	Blue	Pink	Green	Yellow	Mauve
Colour Total					
Priority Indicator Colour total divided by total number of students					



Colour Key and Interpretation of Results

Reading – Text and Document Use

<p>Messages and Correspondence</p> <p>These tasks build toward the ability to comprehend notes, messages, memos, letters, and written greetings.</p>	
<p>Inventory, Goods and Services</p> <p>These tasks build toward the ability to comprehend lists, catalogues, flyers, brochures, advertising, and texts that describe or promote goods and services.</p>	
<p>Instructions and Directions</p> <p>These tasks build toward the ability to comprehend a variety of workplace instructions and directions.</p>	
<p>Reports, Narratives and Descriptions</p> <p>These tasks build toward the ability to comprehend narrative and descriptive writing of the sort that is used in workplace reports and accounts.</p>	
<p>Lists, Forms, Maps, Diagrams</p> <p>These tasks build toward the ability to comprehend lists, maps, diagrams, and standard formatted documents used in daily life and business transactions.</p>	
Priority Indicator	Interpretation of Need
5 – 6	Strong need
3 – 4	Moderate need
1 – 2	Some need
0	No need