

LEARNER RECORD BOOK

Learner's Name: _____ Birth Date: _____ Telephone: _____

School/Program: _____

Home Address: _____ Address: _____

Comments: _____

RECORDING PROCEDURES AND COLOR CODE

Mark each evaluation in a different color to develop a graphic profile of progress.

- Circle skills for which mastery is demonstrated.
- Underline objectives to be mastered by the next evaluation with the next color as listed below.
- See page xi of the *Life Skills Inventory* for further discussion.

Testing Observations

Write the letters "S" or "N" and circle "Yes" or "No" in the designated box to describe the learner's responses during testing. Use a pencil or pen of the color indicated on the left.

S—Satisfactory N—Needs to improve

Evaluation	Color	Date	Examiner	Cooperation	Persistence	Attention Span	Concentration	Confidence	Rapport	Apparently Good Hearing	Apparently Good Vision
1st	Pencil									Yes No	Yes No
2nd	Blue									Yes No	Yes No
3rd	Red									Yes No	Yes No
4th	Black									Yes No	Yes No
5th	Green									Yes No	Yes No
6th	Purple									Yes No	Yes No
Comments: _____											

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A. SPEAKING AND LISTENING SKILLS

Assessment Page

A-1 2

PERSONAL DATA RESPONSE: Gives/states personal data (as appropriate).

Basic Data:

Advanced and as Appropriate Data: (Place a tick (✓) in the blank before each item administered.)

Part A

1. Full name
 - a. First
 - b. Middle
 - c. Last
2. Telephone number
3. Complete postal address
 - a. Street/Box
 - b. City/Suburb
 - c. State
 - d. Postcode
4. Age

5. Date of birth (day, month, & year)
6. Gender
7. Place of birth
 - a. City/Suburb/Region
 - b. State/Province/Country
8. Last school attended
 - a. Name
 - b. City/Town
9. Highest year level completed

Part B

- 10. Citizenship
- 11. Color of hair
- 12. Color of eyes
- 13. Name of doctor
- 14. Height
- 15. Weight
- 16. Health
- 17. Marital status
- 18. Spouse's name
- 19. Number of dependants

Part C

- 20. Person to be contacted in case of an emergency
 - a. Name
 - b. Relationship
 - c. Address
 - d. Telephone number
- 21. _____
- 22. _____

Notes: _____

A-2 5

GENERAL SPEAKING AND LANGUAGE SKILLS:

1. At least 50% of speech is understandable.
2. At least 80% of speech is understandable.
3. Responds to "why" questions at least 80% of the time.
4. Speaks in complete sentences that are three or more words long.
5. Participates in conversation with another person or persons.
6. Uses some terms related to sequence (*first, next, after, etc.*).

7. Requests information and then listens to and demonstrates comprehension of information given.
8. Gives directions for getting from one location to another in the immediate area.
9. Gives directions for getting from one location to another in the community.
10. Gives directions to perform a task or job.

11. Reports information in a logical and sequential manner.
12. Provides details when describing persons, events, or experiences.
13. Complains to a store manager or a company about a product or service that has been purchased and proven to be unsatisfactory.
14. Explains and defends his/her opinions, choices, or decisions.

Notes: _____

A. SPEAKING AND LISTENING SKILLS (CONTINUED)

Assessment Page

A-3

8

LISTENING OBSERVATIONS CHECKLIST: Space is not provided for recording the results. A copy of the checklist may be filed in this record book, if appropriate. Significant recommendations or observations that are not considered too confidential may be listed below.

A-4

10

SPEAKING OBSERVATIONS CHECKLIST: Space is not provided for recording the results. A copy of the checklist may be filed in this record book, if appropriate. Significant recommendations or observations that are not considered too confidential may be listed below.

B. FUNCTIONAL WRITING SKILLS

Assessment Page

B-1 14

COMPLETES PERSONAL DATA FORM: Reads and gives written response (as appropriate).

Basic:

Advanced and as Appropriate: (Place a tick (✓) in the blank before each item administered.)

Part A

1. Full name
 - a. First
 - b. Middle
 - c. Last
2. Telephone number
3. Complete postal address
 - a. Street/Box
 - b. City/Suburb
 - c. State
 - d. Postcode
4. Age

5. Date of birth (day, month, & year)
6. Gender
7. Place of birth
 - a. City/Suburb/Region
 - b. State/Province/Country
8. Last school attended
 - a. Name
 - b. City/Town
9. Highest year level completed

Part B

- 10. Citizenship
- 11. Color of hair
- 12. Color of eyes
- 13. Name of doctor
- 14. Height
- 15. Weight
- 16. Health
- 17. Marital status
- 18. Spouse's name
- 19. Number of dependants

Part C

- 20. Person to be contacted in case of an emergency
 - a. Name
 - b. Relationship
 - c. Address
 - d. Telephone number
- 21. Signature
- 22. Date

Notes: _____

B-2 17

WRITING SKILLS:

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. At least 90% of manuscript (printing) writing is legible. 2. At least 90% of cursive writing is legible. 3. Writes answers to "why" questions at least 90% of the time. 4. Writes in complete sentences that are four or more words long. 5. Writes a simple message to another person. 6. Uses some terms related to sequence when writing (<i>first, next, after, etc.</i>). 7. Shares experiences in writing. | <ol style="list-style-type: none"> 8. Addresses an envelope when presented with the receiver's address. 9. Writes a letter that requests information. 10. Writes directions for getting from one location to another in the immediate area. 11. Writes directions for getting from one location to another in the community. 12. Writes directions for performing a task or job. 13. Writes a logical and sequential report that presents information. | <ol style="list-style-type: none"> 14. Provides details when writing about persons, events, or experiences. 15. Writes a letter of complaint to a store manager or a company about a product or a service that has been purchased and proven to be unsatisfactory. 16. Writes an evaluation of his/her or another's performance of a task or job. 17. Writes an explanation and defense of his/her opinions, choices, or decisions. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Notes: _____