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No space is provided in the *Program Record Book* for recording results of Rating Scales.

A SPEAKING AND LISTENING SKILLS

A-1 Personal Data Response (pp. 2-4)

Recording Symbols

- Not assessed
- Assessed and set as an objective
- Introduced but not achieved
- Skill has been achieved

Names of Learners

Gives/states personal data	
1. Full name—first, middle, & last	2. Telephone number
3. Complete postal address—Street/Box, City/Suburb, State, Postcode	4. Age
5. Date of birth (day, month, & year)	6. Gender
7. Place of birth—City/Suburb/Region, State/Province/Country	8. Last school attended—Name, City/Suburb
9. Highest year level completed	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	
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B FUNCTIONAL WRITING SKILLS

		A-2 General Speaking and Language Skills (pp. 5–7)	B-1 Completes Personal Data Form (pp. 14–16)
			Reads and gives written response
20. Person to be contacted in case of an emergency		<ol style="list-style-type: none"> At least 50% of speech is understandable. At least 80% of speech is understandable. Responds to "why" questions at least 80% of the time. Speaks in complete sentences that are three or more words long. Participates in conversation with another person or persons. Uses some terms related to sequence (first, next, after, etc.) Requests information, listens, and demonstrates comprehension of information given. Gives directions for getting from one location to another in the immediate area. Gives directions for getting from one location to another in the community. Gives directions to perform a task or job. Reports information in a logical and sequential manner. Provides details when describing people, events, or experiences. Complains to store manager or company about product/service purchased and proven unsatisfactory. Explains and defends his/her opinions, choices, or decisions. 	<ol style="list-style-type: none"> Full name—first, middle, & last Telephone number Complete postal address—Street/Box, City/Suburb, State/Postcode Age Date of birth (day, month, & year) Gender Place of birth—City/Suburb/Region, State/Province/Country Last school attended—Name, City/Suburb
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C WORDS ON SIGNS AND LABELS

B-2 Writing Skills (pp. 17–19)												C-1 Signs That Direct (p. 26)			C-2 Warning and Safety Signs (pp. 27–31)			C-3 Community Signs (pp. 33–34)			
<ol style="list-style-type: none"> 1. At least 90% of manuscript writing (printing) 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. 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. 14. Provides details when writing about people, events, or experiences. 15. Writes letter of complaint to store manager about product/service purchased and proven unsatisfactory. 16. Writes an evaluation of his/her or another's performance of a task or job. 17. Writes an explanation and defence of his/her opinions, choices, or decisions. 												Reads basic signs that direct.			Reads warning and safety signs.			Reads community signs.			
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E MONEY AND FINANCE

	<p>9. Knows how to call 000 (or other emergency numbers) and report an emergency.</p> <p>10. Uses pay telephone to make the types of calls listed above (skills 3, 7, and 9).</p>	D-2 Telephone Directory (pp. 54-55)	E-1 Equivalent Values of Coins (p. 59)	E-2 Totals Values of Groups of Coins (p. 60)	E-3 Converts Coins (p. 61)	E-4 Price Signs (p. 62)
		Finds and writes the telephone number for	Knows	Adds collection of	Converts	Reads price signs for quantity of
		1. People that he/she might need to call	10¢ = 2 x 5¢	5¢, 10¢, 20¢	5¢ + 10¢ to 5¢ 10¢, + 20¢	Less than \$1.00 with cent (¢) sign
		2. Emergency numbers	20¢ = 2 x 10¢	5¢, 10¢, 20¢, 50¢	20¢ + 50¢ to 5¢, 10¢, 20¢ + 50¢	Less than \$1.00 with dollar (\$) sign
		3. Local business offices	20¢ = 4 x 5¢	5¢, 10¢, 20¢, 50¢, \$1, \$2	50¢, \$1 + \$2 to 20¢, 50¢, \$1 + \$2	\$1.00--\$9.99
		4. Local government departments	50¢ = 5 x 10¢			\$10.00--\$99.99
		5. State government departments	50¢ = 10 x 5¢			\$100.00--\$999.99
		6. Federal government departments	\$1 = 10 x 10¢			\$1,000.00--\$99,999.99
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			\$2 = 2 x \$1			
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