



Checklist of Literacy Skills in Educational Programs

Introduction

Adult participants in community programs or training courses may have difficulties with some of the literacy requirements of their program. Integrating literacies means recognizing and addressing the needs of people with literacy and learning difficulties. Identifying literacy requirements in your program is a way to start.

What are the key literacy requirements in your program?

Use the following questions to identify the key literacy requirements of your program.

What language, terminology or jargon do learners need to know, understand, and use?

What verbal communication skills do learners need?

What do learners need to be able to read and understand?

What do they need to be able to write and spell?

What specific numeracy skills – estimating, calculating, measuring – do learners need for the program?

What specific literacy skills do learners need?

Use the checklist on the next pages to identify and record the oral, reading, writing, numeracy and computer or other literacy skills learners will need to participate successfully in your program's learning activities.

Check which learning activities you will include in your program.
Check which literacy skills are required for each learning activity.

Refer to p. 6 (Find and develop resource materials) in the *Integrating Literacies into Community Adult Learning Programs Participant Package*.
List possible literacy support materials for each learning activity.
Develop or access suitable support materials.

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Widening Access for
Adult Literacies
Project.
[www.widening
accessforliteracies.ca](http://www.wideningaccessforliteracies.ca)



Check	Learning Activities	Reading skills	Writing skills	Numeracy skills	Oral skills	Computer and other literacies	Possible literacy support materials
	Brainstorming						
	Case studies						
	Creative arts activities						
	Skills coaching						
	Debates						
	Debriefing and feedback						
	Field trips						
	Games						
	Group discussion						

Check	Learning Activities	Reading skills	Writing skills	Numeracy skills	Oral skills	Computer and other literacies	Possible literacy support materials
	Group/Individual presentations						
	Group/ Individual projects						
	Lectures						
	Mentoring						
	Model making						
	On-the-job practice						
	On-line learning						
	Personal awareness exercises						
	Physical activities						
	Problem solving						

Check	Learning Activities	Reading skills	Writing skills	Numeracy skills	Oral skills	Computer and other literacies	Possible literacy support materials
	Presentation						
	Quizzes and tests						
	Question and answer sessions						
	Research projects						
	Role play						
	Seminars						
	Simulated activities						
	Skills demonstration						
	Skills practice						
	Small group exercises						

Check	Learning Activities	Reading skills	Writing skills	Numeracy skills	Oral skills	Computer and other literacies	Possible literacy support materials
	Story telling						
	Study groups						
	Structured activities						
	Team building activities						
	Text study						
	Audio/visual presentations						
	Assignments/essays/compositions						
	Web based research						
	Written exercises						