

INSTRUCTIONAL RECOMMENDATIONS – DOCUMENT USE LEVEL 1

The purpose of this document is to provide recommendations for instructors who are using TOWES™ Focus results to develop learning plans for clients. These recommendations relate to planning instruction for clients who achieved Level 1 in Document Use on a TOWES™ Focus assessment. The first two rows of information are provided to clients as part of their score reports. The two rows that follow are instructional recommendations, from general to specific.

CLIENT REPORT STATEMENTS	
INTERPRETATION	<p>A score at Level 1, in Document Literacy indicates that your skills are below where they need to be to help ensure your success at work and in daily life.</p> <ul style="list-style-type: none"> • You will have difficulty completing tasks requiring Document Literacy skills. • You will also have difficulty using, in new situations, knowledge you already have. • You may have some weaknesses in your language skills, if English is not your first language. <p>At Document Literacy Level 1, your document literacy skills include the ability to:</p> <ul style="list-style-type: none"> • find one piece of information in an uncomplicated document • enter basic information into uncomplicated documents
LEARNER RECOMMENDATIONS	<p>Here are some ways you can improve your skills:</p> <ul style="list-style-type: none"> • use key words, numbers, icons and other images, to find information in documents. Your instructor can help you find documents you can use for practice. • enter information into documents. Your instructor can help you find documents you can use for practice. • explain, orally or in writing, the purpose of a document.

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<p>GENERAL RECOMMENDATIONS DOCUMENT USE LEVEL 1</p>	<ul style="list-style-type: none"> • Assist clients in defining clear and measurable goals, before starting any training. • As much as possible, use content or topics that are of high interest or are of high value to them and their literacy goal. • Monitor clients' progress so you know when they have achieved their set goal or when you need to shift them to a different strategy. • Individualized learning plans are very useful as is regular and frequent review of progress. • Instruction should be mainly paper-based and utilize individual or small group instruction. • If computer-based materials are to be used, they must be used in a setting that includes a facilitator and close support. • The ultimate goal is for the learners to improve their skills to the point where they can function more easily and independently in a variety of familiar situations - social, educational and work-related.
<p>SPECIFIC RECOMMENDATIONS DOCUMENT USE LEVEL 1</p>	<p>Clients at Document Literacy Level 1 need to practice:</p> <ul style="list-style-type: none"> • using key words, numbers, icons and other images, to navigate and locate information in documents. Some types of documents they can use for practice are basic flow charts, application forms, log books or expense claim tracking forms, payroll forms and tables, charts and maps. • entering information into documents. Some types of documents they can use for practice are basic flow charts, application forms, log books or expense claim tracking forms, payroll forms and tables, charts and maps. • explaining, orally or in writing, the purpose of a document.