

INSTRUCTIONAL RECOMMENDATIONS – DOCUMENT USE LEVEL 2

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 2 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 2, in Document Literacy, indicates that your skills are somewhat 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 2, 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. • find multiple pieces of information in an uncomplicated document. • find information in a document using one or two search criteria. • accurately enter several pieces of information into a document.
LEARNER RECOMMENDATIONS	<p>Here are some ways you can improve your skills:</p> <ul style="list-style-type: none"> • practice finding several pieces of information in a document. Some types of documents you can use for practice are basic flow charts, application forms, log books or expense claim tracking forms, payroll forms and tables, charts and maps. • practice combining several pieces of information from a document in order to complete a task. • practice entering into documents several pieces of information, provided verbally or in writing. • check your progress regularly.

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<p>GENERAL RECOMMENDATIONS DOCUMENT USE LEVEL 2</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 could be a blend of paper and computer -based. Computer-based training should be closely facilitated, until it is confirmed the learner has the technical skills and motivation to succeed with less supported online training. • The ultimate goal is for learners to strengthen the skills they have and to expand their skills to include those required at Level 3.
<p>SPECIFIC RECOMMENDATIONS DOCUMENT USE LEVEL 2</p>	<p>Clients at Document Literacy Level 2 need to practice:</p> <ul style="list-style-type: none"> • practice locating multiple pieces of information - particularly from documents with which they are unfamiliar. Some types of documents you can assign for practice are basic flow charts, application forms, log books or expense claim tracking forms, payroll forms and tables, charts and maps. • practice combining multiple pieces of information from a document in order to complete a task assigned to them. • practice entering into documents several pieces of information, provided verbally or in writing.