

INSTRUCTIONAL RECOMMENDATIONS – DOCUMENT USE LEVEL 4

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 4 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 4, in Document Literacy, indicates that you have the skills needed to be able to efficiently complete tasks, to transfer existing knowledge to new contexts or situations and to integrate information from multiple sources to solve a problem or make a decision.</p> <p>At Document Literacy Level 4, your skills include the ability to:</p> <ul style="list-style-type: none"> • use complex documents in which multiple pieces of information are organized in sections with headings and subheadings. • integrate multiple pieces of information from a single document. • integrate information from more than one document. • identify relevant and irrelevant information. • enter integrated information into a document. • integrate information found in complex documents containing multiple pieces of information organized in multiple sections, with one additional component such as colour coding. • locate multiple pieces of information using the results of one search in a subsequent search. • make somewhat abstract inferences.
LEARNER RECOMMENDATIONS	Your document literacy skills are strong and you are well prepared to benefit from academic, technical or on-the-job training.

INSTRUCTIONAL RECOMMENDATIONS

**SPECIFIC
RECOMMENDATIONS
DOCUMENT USE
LEVEL 4**

- Individuals at Level 4 have proficient to advanced document literacy skills. At Level 4, individuals can consistently function beyond the literal level of the information provided in the task. They have the ability to thoughtfully apply their background information and knowledge to tasks they encounter.
- At Level 4, individuals are proficient in following directions and completing tasks that are based on abstract conditions and unspecified outcomes. Individuals at Level 4 are also proficient at dealing with competing or distracting information within the description of a task and between a task and information source.