

ACHIEVEMENT LOG

Learner name: _____ **Date:** _____

Tutor name: _____

Discuss **with** your tutor any accomplishments that you might have made since the last report was filled out and then complete the form together. **Check and date the skills in which you have made a new achievement or progress.** Also talk about those things you still want to be able to do – set new goals.

Goal (check)	Family	Progress Date	Progress Date	Achieved Date
	Read to children			
	Help children with homework			
	Attend school meetings			
	Send email			
	Read mail			
	Write letters			
	Read and pick out greeting cards			
	Open banking account			
	Write checks/deposit slips			
	Balance checkbook			
	Fill out bank forms			
	Write shopping lists			
	Read ads			
	Shop for groceries			
	Compare prices for goods and services			
	Return goods			
	Read medicine directions			
	Understand and pay bills			
	Make medical appointments			
	Fill out medical and dental forms			
	Describe symptoms of illness			
	Select appropriate housing			
	Read and filled out lease			
	Look up phone numbers			
	Use the telephone			
	Leave messages			
	Call maintenance people			
	Follow directions (recipes, appliances, etc.)			
	Other			
	Work			
	Fill out applications			
	Read want ads			
	Interview for a job			
	Get a job			
	Read paycheck stubs			
	Write memos			
	Take phone messages			
	Read safety information			
	Earn promotion			
	Fill out work forms			
	Read work signs			

<i>Goal</i>	<i>Work cont'd</i>	<i>Progress Date</i>	<i>Progress Date</i>	<i>Achieved Date</i>
	Pass work-related test			
	Convert measurements			
	Speak English at work			
	Use a computer			
	Write and send e-mail			
	Pass GED			
	Enter other training/educational program			
	Other			
	<i>Community</i>			
	Apply for/receive citizenship			
	Register to vote			
	Vote			
	Get library card			
	Use library			
	Volunteer work			
	Find and use community agencies or services			
	Use postal services			
	Talk with neighbors			
	Ask for directions			
	Order from restaurant and fast food menus			
	Read maps			
	Read a newspaper			
	Find information in a newspaper			
	Watch and understand TV			
	Other			

Write about the most important changes that have happened in your life because of your improved English skills. Talk with your tutor and if necessary he/she can write it for you.

What do you still wish to work on? Check above any goals that you wish to achieve. Thank you for your time in completing this form. Keep a copy for your records.

Please mail or fax it to the office:

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