

## Reading & Writing in Your Work

Reading	No	Yes		
		Not Very Important	Fairly Important	Very Important
<ul style="list-style-type: none"> <li>Read and understand simple texts, such as product labels and emails or memos</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Read and understand written instruction such as work orders</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Skim lengthier text for meaning and key ideas</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Identify relevant information in text</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Refer to manuals for information</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Analyze and integrate information from several sources</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Refer to manuals on how to complete work tasks</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Read and understand complex texts such as company policy and training manuals</li> </ul>		1	2	3
<u>Other ways you use reading</u>				
Writing	No	Yes		
		Not Very Important	Fairly Important	Very Important
<ul style="list-style-type: none"> <li>Write brief text that is less than a paragraph, such as log entries or reminder notes</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Write text that is a paragraph or longer, such as memos or letters</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Write text using correct grammar and spelling</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Write text with a clear purpose, such as to inform or request information</li> </ul>		1	2	3
<ul style="list-style-type: none"> <li>Write informal text intended for familiar audiences, such as notes to co-workers</li> </ul>		1	2	3
<u>Other ways you use writing</u>				