

Literacy Skills

Name: _____ Beneficiary No: _____

	I am Confident	I need to revise	I am working on this	Don't know about this	This is a problem area	I would like extra help
Reading a newspaper/magazine						
Using a dictionary						
Using a phone book						
Using official forms						
Understanding official letters						
Writing notes						
Writing letters						
Writing application letters						
Filling in application forms						
Preparing a C.V.						
Writing neatly						
Spelling						
Punctuation						
Grammar						

Beneficiary: _____ Date: _____

Project Manager: _____ Date: _____