

# **LEARNING SKILLS**

## **SCOPE**

This practical course covers the essentials of survival skills: outlining, study skills, dictionary use, and basic writing techniques. Many skill areas relevant to minimal proficiency requirements are included.

## **SEQUENCE**

### **UNIT I - Dictionary Skills**

1. Use dictionary efficiently
2. Locate references and research materials
3. Schedule study time
4. Utilize reading time effectively

### **UNIT II - The Newspaper**

1. Locate information
2. Read abbreviations
3. Use helpful information found in newspaper
4. Recognize special vocabulary
5. Develop use of newspaper

### **UNIT III - Telephone Directory, Banking, Graphs and Maps**

1. Use the telephone directory and postal services
2. Deposit money and write checks
3. Read and interpret tables and graphs
4. Locate specific areas on a map

### **UNIT IV - Social Security, Taxes and Voter Registration**

1. Understand and complete social security, tax and voting forms
2. Answer questions related to federal income tax returns
3. Carry out directions for marking a ballot

### **UNIT V - The Employment Process**

1. Complete a job application
2. Identify special vocabulary
3. Identify how attitude toward work affects your job