

Wayne Pike Adult Literacy Program

1406 Main Street

Honesdale, PA 18431

(570) 253-3221

Diane Gaffney,
Program Director
WPALP1@PTD.NET

David Sutton,
Executive Director
WPALP@PTD.NET

MONTHLY TUTOR HOURS

Month & Year.....

Tutor's Name.....Tutor's EMAIL &or Phone.....

Student's Name..... Type: ABE ELL GED

Please check the accomplishment(s) you achieved with your student. Also fill out the hours section on the back of this form. Your comments and observations are encouraged. Thank You!

GOALS

PERSONAL

- ◇ IMPROVED CONFIDENCE
- ◇ IMPROVED LIFE SKILLS
- ◇ HAS A LIBRARY CARD
- ◇ WORKED ON A COMPUTER

READING

- ◇ LEARNED MORE SIGHT WORDS
- ◇ IMPROVED SPELLING
- ◇ READ MAIL
- ◇ READ BOOK
- ◇ READ NEWSPAPER

WRITING

- ◇ WROTE A LETTER OR POSTCARD
- ◇ COMPLETED FORMS OR RESUMES
- ◇ WROTE A STORY OR ESSAY
- ◇ TOOK PHONE MESSAGES

SPEAKING & LISTENING

- ◇ IMPROVED SPEAKING SKILLS
- ◇ IMPROVED PRONUNCIATION
- ◇ USED THE TELEPHONE

GOALS

WORKFORCE SKILLS

- ◇ FILLED OUT A JOB APPLICATION
- ◇ ENTERED EMPLOYMENT
- ◇ RETAINED EMPLOYMENT
- ◇ ENTERED POST SECONDARY ED or TRAINING
- ◇ OBTAINED GED

EDUCATIONAL

- ◇ PRE and POST TESTED
- ◇ REMAINED WITHIN COMPETENCY LEVEL
- ◇ ADVANCED ONE COMPETENCY LEVEL
- ◇ ADVANCED TWO OR MORE LEVELS
- ◇ SEPARATED BEFORE COMPLETION

ECONOMIC

- ◇ OPENED A BANK ACCOUNT
- ◇ READ A BANK STATEMENT
- ◇ UNDERSTANDS FINANCIAL PAPERWORK
- ◇ WROTE CHECKS

COMPUTER

- ◇ USES A KEYBOARD & MOUSE
- ◇ USES EMAIL
- ◇ FINDS INFORMATION ON THE INTERNET
- ◇ USES WORDPROCESSING SOFTWARE

DATES WE MET	SITE	INSTRUCTIONAL HOURS	PREPARATION HOURS	TRAVEL TIME	TRAVEL MILES

As a WPALP volunteer tutor, is there anything you would like to share with us about your tutoring experience?

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Please list any favorite activities or anything new that you find to be working well with your student.

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May we share your ideas?

Are there any areas where you may need assistance or materials? If urgent call immediately!

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Thank you for all you do! Your time, energy and knowledge do make a difference!!!