



# Adult Literacy @ the Library – Citrus County Library System Goals for Everyday Living

Please note all you are currently working on or have completed:

working on

completed

## INDIVIDUAL GOALS

- Write personal information
- Recognize letters and numbers
- Recognize days and months
- Use a telephone book
- Read/write mail

## LIFE SKILLS

- Read food labels
- Read menu
- Read recipe
- Read travel guide or map
- Read bus, airline, or train schedule
- Write shopping list
- Write letter
- Make appointment over telephone
- Make reservation by telephone
- Learn functional/survival skills

## SOCIETY

- Read newspaper
- Write to community leaders
- Volunteer in community
- Get library card
- Access community services
- Know legal rights
- Learn about US government
- Understand civic duties
- Register to vote
- Study for citizenship
- Obtain US citizenship

## HEALTH

- Find a doctor/clinic
- Read medication labels
- Complete medical forms
- Complete insurance forms
- Follow written medical directions

## TRANSPORTATION

- Read driver's manual
- Read maps/street signs
- Purchase insurance
- Read a maintenance manual
- Obtain driver's license
- Purchase a car

## ENGLISH

- Improve conversational English
- Improve writing skills
- Improve reading skills
- Learn new vocabulary words

## EDUCATION

- Attend ESOL classes
- Attend ABE classes
- Attend GED classes
- Earn GED
- Pass TOEFL
- Enter college
- Enter trade school
- Presentation for class or group

## HOUSING

- Write to landlord
- Read lease or rental agreement
- Negotiate for repairs
- Read real estate listings
- Calculate mortgage costs
- Read home inspection report

## FAMILY

- Read to children
- Help children with homework
- Talk to child's teacher
- Read rules to games
- Participate in event with family
- Become involved in child's activities
- Read school notices/reports about child

## SHOPPING

- Read food ads
- Use coupons
- Read supermarket signs
- Know weights and measures
- Read mail order catalogs

## EMPLOYMENT

- Identify job/career preferences
- Fill out forms/job applications
- Enter into new employment
- Interview
- Write 'Thank You' after interview
- Access job information
- Read company rules/policies
- Read pay stub
- Set work goals
- Read evaluations
- Learn new job skills

## MONEY

- Make change
- Open bank account
- Complete credit or loan application
- Write checks
- Balance checkbook
- Use ATM

## TECHNOLOGY

- Demonstrate basic computer skills
- Open an email account
- Write resume' and save it
- Use technology/Internet

## OTHER

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