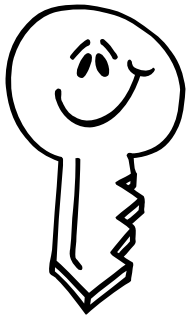
How to use the Key Skills

On the following pages you will find lists of skills for you to work with. Read each one carefully and then give yourself a score of between 1 and 5 for each skill that tells you how well you think you can do it now.

1. I cannot do / No experience
2. I find it hard
3. I can just manage to do it
4. I can do it
5. I can do it very well



Put a circle round the number between 1 and 5 to show how well you think you can do.

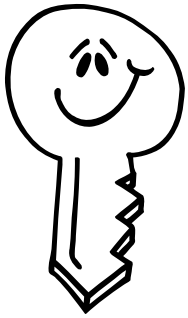
You can use the Key Skills to help you to make your target each week.

KEY SKILLS

As you work on these skills they will help you to be more confident in your life.
You will need to practise these skills whenever possible.

These skills are important

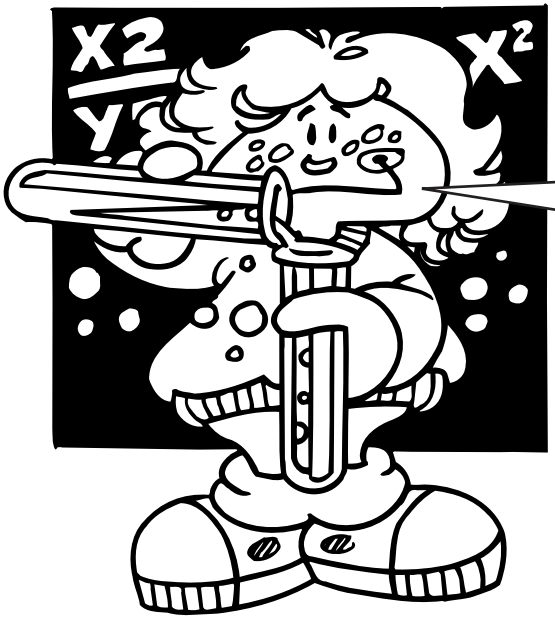
- at home
- at school
- in your spare time
- when you grow up



The Key Skills you will be working on during your time as a Year 3 or 4 are

- My behaviour and working in class (Personal)
- All about my work (Communication and Problem Solving)
- My number work (Application of Numbers)
- Helping myself to learn (Problem Solving)

Notes



I am helping myself to learn

		I Have Never Tried	I Find It Hard	I Can Just Manage To Do It	I Can Do It	I Can Do It Very Well
1	I can organise and plan my work	1	2	3	4	5
2	I can decide if facts are important or not	1	2	3	4	5
3	I can concentrate well on my own	1	2	3	4	5
4	I can decide what to do when I have a problem	1	2	3	4	5
5	I can look at my work and decide how I can improve it.	1	2	3	4	5
6	I can check my work when I have finished	1	2	3	4	5
7		1	2	3	4	5
8		1	2	3	4	5
9		1	2	3	4	5
10		1	2	3	4	5
11		1	2	3	4	5
12		1	2	3	4	5
13		1	2	3	4	5
14		1	2	3	4	5
15		1	2	3	4	5

I am becoming a good communicator

		I Have Never Tried	I Find It Hard	I Can Just Manage To Do It	I Can Do It	I Can Do It Very Well
1	I can spell words correctly	1	2	3	4	5
2	I know the meaning of words	1	2	3	4	5
3	I can use punctuation and capital letters	1	2	3	4	5
4	I can explain things to people	1	2	3	4	5
5	I can ask questions in class.	1	2	3	4	5
6	I can answer questions in class.	1	2	3	4	5
7	I can listen to others and follow what they are saying	1	2	3	4	5
8	My work always looks neat and organised	1	2	3	4	5
9	I can write neatly so it is easy for others to read.	1	2	3	4	5
10		1	2	3	4	5
11		1	2	3	4	5
12		1	2	3	4	5
13		1	2	3	4	5
14		1	2	3	4	5
15		1	2	3	4	5

		I Have Never Tried	I Find It Hard	I Can Just Manage To Do It	I Can Do It	I Can Do It Very Well
1	I can count money and give change	1	2	3	4	5
2	I can choose the right apparatus to use	1	2	3	4	5
3	I can use a ruler to draw lines	1	2	3	4	5
4	I can use a ruler to measure in cms	1	2	3	4	5
5	I can work with numbers in my head	1	2	3	4	5
6	I can count and read and write numbers accurately	1	2	3	4	5
7	I can add and subtract	1	2	3	4	5
8	I can multiply	1	2	3	4	5
9	I can add, subtract, multiply, and divide	1	2	3	4	5
10		1	2	3	4	5
11		1	2	3	4	5
12		1	2	3	4	5
13		1	2	3	4	5
14		1	2	3	4	5
15		1	2	3	4	5

		I Have Never Tried	I Find It Hard	I Can Just Manage To Do It	I Can Do It	I Can Do It Very Well
1	I can sit still on a chair	1	2	3	4	5
2	I can get my work done on time	1	2	3	4	5
3	I can get myself organised ready for work	1	2	3	4	5
4	I can concentrate on my work	1	2	3	4	5
5	I can listen to and follow instructions	1	2	3	4	5
6	I can work on my own	1	2	3	4	5
7	I am aware of the affect of my actions on others	1	2	3	4	5
8	I can help and support others	1	2	3	4	5
9	I can work as part of a group	1	2	3	4	5
10	I can respect other people and their property	1	2	3	4	5
11		1	2	3	4	5
12		1	2	3	4	5
13		1	2	3	4	5
14		1	2	3	4	5
15		1	2	3	4	5

My Timetable

Morning **Lunchtime** **Afternoon** **After School**

	1	2	Activities	3	4	Activities
Mon						
Tues						
Wed						
Thur						
Fri						