

# Basic Life Skills Checklist

**This list was designed with the special needs child in mind. However, it may also be used as a guide for any child if used age appropriately.**

## Reading

- Recognizes all letters of the alphabet.
- Knows the difference between vowels and consonants.
- Can read two and three letter words.
- Can read three and four letter words.
- Understands the context while reading orally.
- Understands the context while reading silently.
- Understands the context while listening to others read orally.
- Recognizes and uses task-related words, abbreviations, acronyms, and codes.
- Can identify factual information.
- Follows procedural directions to complete a task.
- Can determine the main idea in reading and other related tasks.
- Uses table of context and index to locate information.
- Skims or scans text to determine the relevant information.
- Can sort and arrange documents or objects.
- Can distinguish between relevant and irrelevant information while reading.
- Can follow sequenced information given in an illustration.
- Can identify and apply parts from an illustration.
- Can identify and apply parts from a key or legend.
- Can use a template for a guide.
- Can make inferences and draw conclusions.
- Can interpret codes and symbols.

## Writing

- Knows how to look word up in the dictionary to find the correct spelling.
- Knows how to use spell check programs on the computer.
- Knows how to use the keyboard to write letters and papers.
- Can write a basic sentence.
- Can write a basic paragraph.
- Can write name, address and telephone number.

## Mathematics

- Can count and write numerals 0 to 10.
- Can count and write numerals up to 100.
- Can write numbers in written word form.
- Can read, write, and count single and multiple whole digits.
- Can add, subtract, multiply, and divide single and multiple digit numbers.
- Uses addition, subtraction, multiplication, and division to solve problems.
- Can round off single and multiple digits.
- Knows how to average a group of numbers.
- Understands fractions and can use them in real life situations.

- Understands percents and can use them in real life situations.
- Understands decimals and can use them in real life situations.
- Understands weight and measurements and can use them in real life situations.
- Can use and read charts, tables, and graphs.
- Can find the relevant information on charts, tables, and graphs.
- Can distinguish between relevant and irrelevant information on charts, tables, and graphs.
- Can make a simple chart, table and graph.

### **Personal Safety**

- Uses common safety knowledge.
- Knows procedures for emergency situations.
- Selects appropriate course of action in an emergency.
- Has memorized the emergency number 911.
- Knows how to dial 911.
- Can recite name, address, and telephone number.
- Knows who is a stranger and who is not.
- Knows not to talk to strangers.
- Knows what is good touches and what is bad touches.
- Can safely cross the street by self.
- Knows how and can catch a bus to a predetermined destination.
- Locks the door upon entering and leaving a vehicle
- Locks the door upon entering and leaving the house or apartment (living quarters).
- Has a fire extinguisher in the kitchen and knows how to properly use it.
- Has a fire evacuation plan.
- Has an evacuation plan in case of other emergencies.

### **Communication**

- Understands verbal directions.
- Can follow verbal directions.
- Can understand and follow verbal directions; however, needs the information given out in smaller steps in order to achieve the task.
- Can demonstrate or vocalize needs and wants (speak, write, sign or use a communicator).
- Speaks clearly.
- Can confidently use the telephone or other telecommunications device.
- Speaks or communicates politely.
- Speaks or communicates at a rate easily understood by others.
- Speaks or communicates at an appropriate volume.
- Does and will listen to advise, and will accept assistance.
- Listens to learn and for understanding.
- Can screen irrelevant information and distractions.
- Verifies understanding by restating or repeating the message.
- Verifies comprehension by asking questions.
- Knows how and can use the telephone appropriately in various situations.

### **Problem Solving**

- Classifies and matches objects by color, size and/or significant markings.
- Will ask for help when needed to problem solve as a team.
- Will offer help to others.
- Can summarize information.
- Uses various sources of information.
- Recognizes cause and effect relationship.
- Can predict outcome.
- Can draw a conclusion.
- Can identify alternative strategies.
- Can make decisions.
- Can and will choose an alternative if needed.
- Identifies resources and tools need for a task.

### **Personal Care**

- Can dress self.
- Dresses appropriately for the weather.
- Knows how to brush teeth and performs the task on a regular basis.
- Knows how to care for hair and does so.
- Can and does bath self regularly.
- Knows what medicines are taken and when.
- Has consistently demonstrated in a responsible manner the ability to take all medications

in the correct dosage amounts and at the correct time.

### **Employment**

- Knows and has mastered all communication skills.
- Knows the proper behavior for a job interview and has practiced.
- Knows how to fill out a job application and had filled out one or more samples.
- Has a written list of references including the names, telephone numbers, and addresses.
- Will ask questions when he/she doesn't understand.
- Understands his/her job duties and responsibilities.

### **Home Management**

- Knows how to safely cook with the stove, in the microwave, and a toaster oven.
- Knows how to safely use basic appliances.
- Knows how to make bed and clean bedroom.
- Knows how to clean various parts of the home and what cleaners may be used.
- Can handle cleaners in a safe manner.
- Understands the importance of safely handling and storing all cleaners.
- Uses safety when handling and storing cleaners.
- Has learned and used basic organization strategies.

### **Money Management**

- Has a savings account, and understands the value of saving.
- Has a checking account.
- Knows how to write checks.

- Understands how to balance checkbook.
- Understands that the balance on the statement, balance given by the teller, or balance listed at an ATM machine is more than likely not accurate.
- Understands that in order to know how much money you have in a checking account you must keep all deposits, and withdrawals accurately in the check register.
- Keeps the check register accurate in order to know the balance of the check book.

### **Child Care**

- Has taken a class or studied how to take care of children.
- Has taken care of various ages of children while indirectly being supervised.
- Has taken care of children for short period of time unsupervised.
- Has taken care of children for several hours or more unsupervised.
- Knows how to change diapers.
- Knows how to heat bottles appropriately and does not use the microwave to heat a bottle.
- Knows how to prepare food and feed various aged children.
- Is trained in CPR and First Aid.
- Knows what is safe activities for various ages.

### **Community Living Skills**

- Can navigate his or her self through town.
- Knows what services are available if assistance is needed.
- Has a doctor and a dentist that is close to home.
- Has a telephone in home.
- Is a member of a church close to home.

**Although there are many skills that can be listed in several categories, each skill is listed only in one category. If the skill is mastered, it is considered to be mastered in all applicable areas.**