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| --- | --- | --- | --- | --- |
| **Skill** | **Review** | **Action I need to take to aid this skill.** | **Learning Opportunities to develop this skill** | **Support for my learning (Where can I get help in developing this skill?)** |
| **Literacy** |  |  |  |  |
| Composing documents |  |  |  |  |
| Writing emails |  |  |  |  |
| Writing letters |  |  |  |  |
| Planning an essay or report |  |  |  |  |
| Spelling & Grammar |  |  |  |  |
| Reading |  |  |  |  |
| **Numeracy** |  |  |  |  |
| Addition & subtraction |  |  |  |  |
| Multiplication |  |  |  |  |
| Mental arithmetic |  |  |  |  |
| Presenting data e.g. graphs |  |  |  |  |
| **IT** |  |  |  |  |
| Word processing |  |  |  |  |
| Databases |  |  |  |  |
| Spreadsheets |  |  |  |  |
| Sending emails with attachments |  |  |  |  |
| **Research Skills** |  |  |  |  |
| Using the library |  |  |  |  |
| Using the index of a book |  |  |  |  |
| Using a variety of sources for a topic. |  |  |  |  |
| Using the internet effectively |  |  |  |  |
| Referencing your sources  |  |  |  |  |
| **Questioning** |  |  |  |  |
| Asking for help |  |  |  |  |
| clarifying tasks you have to undertake |  |  |  |  |
| **Using Feedback** |  |  |  |  |
| How good are you at using feedback |  |  |  |  |
| Do you see feedback as a positive or as a criticism |  |  |  |  |