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Goal.
Where I want to get to.

Goal

3. I will be able to follow instructions

4. I will be able to proof-read

7. I will find a work experience placement I like.

8. I will understand metric units of weight

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1. I will improve my spelling

2. I will be more confident at meeting new people

5. I will be able to add up

6. I will get more confident about travelling on my own

9.

10.

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What I will be able to do	Outcome
I will be able to follow instructions to change a tyre	I will be able to proof-read and correct
I will be able to spell accurately, without help	I will be able to greet customers

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I will be able to add

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Details of the task	Range
using single step instructions and diagrams to help	at least ¾ of the spelling errors
the names of 5 dishes	by smiling and saying hello or good morning or good afternoon to at least 3 new customers

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5 one-digit numbers

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Where I'll do it	Situation / purpose
In the workshop next week	in my CV
when writing up the daily menu in the canteen at work	every day in the shop at work next week

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to check the hours I have worked in one week

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Activity or work plan. How I will do it

Activity plan

Get out the manual and photocopy instructions.

Highlight the stages.

Write it out with bullet points.

Cut it up into separate instructions.

Put it back together in the right order.

Use the instructions to tell my supervisor what to do next as he changes a tyre.

Ask supervisor for menus.

Look up 5 dishes in recipe book.

Ask for help with ones I don't know.

Practise one new name every day.

Use "Look, cover, write check"

Ask supervisor if I can practise with him first.

Then ask my work mates if I can practise with them.

Then start with a customer I've seen before.

Then greet new customers.

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Target