

## QUARTERLY PROGRESS REPORT ESL 2016 - 2017

STUDENT'S NAME \_\_\_\_\_ TUTOR'S NAME \_\_\_\_\_

QUARTER ENDING 9/30 \_\_\_\_\_ 12/31 \_\_\_\_\_ 3/31 \_\_\_\_\_ 6/30 \_\_\_\_\_

BOOK \_\_\_\_\_ LEVEL \_\_\_\_\_

Set 2-3 short term goals with your student for the next 3 months.

At the end of this quarter, document the accomplishments of your student.

All goals should be **Specific, Measurable, Achievable, Relevant/realistic, and Timely.**

SKILLS AREAS	Start Date	Report Date	ACCOMPLISHMENTS*
<b>Listening Comprehension</b>  <i>Progress during quarter (Circle one)</i>			<i>1(low)    2    3(average)    4    5(high)</i>
<b>Oral Communication</b>  <i>Progress during quarter (Circle one)</i>			<i>1(low)    2    3(average)    4    5(high)</i>
<b>Reading Comprehension</b>  <i>Progress during quarter (Circle one)</i>			<i>1(low)    2    3(average)    4    5(high)</i>
<b>Personal Goals and/or Real Life Skills** (see back)</b>  <i>Progress during quarter (Circle one)</i>			<i>1(low)    2    3(average)    4    5(high)</i>

\*Accomplishments can be shown by test scores, demonstrations, % accuracy,  
# of words learned, anecdotes, etc.

**Ask your student:**

Have we met our goals for this quarter? Yes \_\_\_\_\_ No \_\_\_\_\_ Partially \_\_\_\_\_

Please attach writing sample. Is it for publication? Yes \_\_\_\_\_ No \_\_\_\_\_

**Anecdotal comments:** (write on back if necessary)

Revised 6/2016

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**Goals for Real Life Skills**

Does your student know how to:

1. Complete a personal background form
2. Write a check/money order
3. Address an envelope
4. Write a 3-4 sentence note to child's teacher/boss/landlord/friend/etc.
5. Read/understand various date formats on a calendar
6. Read grocery, clothing, prescription and other labels
7. Read ads, signs and notices
8. Use a phone book
9. Read train/bus schedule