

# Outcomes Checklist

## Writing Skills

Three Minutes to Think, Write, and Respond

Client's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_

### Assessment Checklist

Check the box for each of the following knowledge, skills, and/or abilities (KSA's) the client has successfully demonstrated.

- Identify the three key elements to good written communication
- Describe characteristics of effective e-mails
- Describe ways to write good text messages
- Identify how to write a power sentence
- Identify how to keep messages to the point
- Explain the rule of  $7 \pm 2$

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### Skill Level Assessment

**Directions:** Place an "X" in the appropriate column to indicate what skill level the client has reached.

<u>Skill List</u>	<u>Skill Awareness</u> "Trying this skill"	<u>Skill Practicing</u> "Practicing this skill"	<u>Skill Mastery</u> "Expert at this skill"
Demonstrate the use of the three key components of good communication.			
Write an effective e-mail			
Write an effective business text message			
Write a power sentence			
Demonstrate understanding of the rule of $7 \pm 2$			

Client's description as to why these skills are important for them to develop.

I, \_\_\_\_\_ have completed all necessary reading and exercises related to the Study Skills Series pamphlet **Writing Skills – Three Minutes to Think Write, and Respond**. The case manager and I have reviewed all of the above items that required discussion.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Case Manager's Signature