

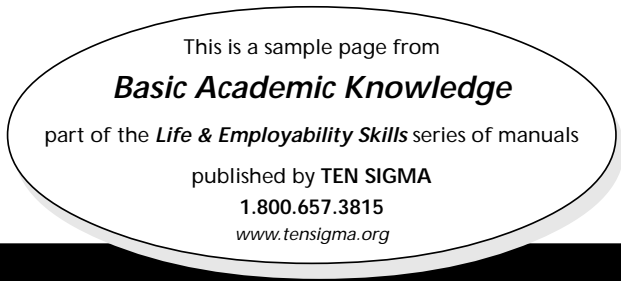
Develop a table of your strengths and weaknesses in comprehending written information.

Student Name: _____ Date: _____

Directions:

1. Gather any assignments you have completed for this skill area.
2. If you have not done so already, make two copies of the *Comprehending Written Information Well* rubric.
 - a. Fill the rubric out about yourself.
 - b. Find someone you can trust to fill the rubric out about you.
 - c. If these completed rubrics already exist, simply gather them.
3. From the rubrics and other assignments, select two strengths and two weaknesses:
 - a. Select strengths that you think will be helpful to you in the workplace.
 - b. Select weaknesses that you want to improve upon.
4. Make two tables, one for the strengths and one for the weaknesses that you have chosen.
 - a. "Strengths" table should have two columns:
 - strength description/name
 - "Because of this strength, I am able to"
 - b. "Weaknesses" table should have four columns:
 - weakness description/name
 - time when this weakness hurt me
 - two suggestions on how to improve on each weakness
 - "When faced with this weakness, I will. . . ."
5. Fill in both tables completely and carefully.
 - a. Seek the advice of two colleagues/adults to complete the "suggestions" portion of the weakness table, and write down the names of who the input is from.
 - b. Complete the half sentences while thinking about your future in the workplace.

Submit: Two tables, two rubrics. **Estimated Hours:** 1.5



Related Standard:

Workplace Skills, Standard 4: Possess basic academic knowledge.
 C. Comprehend written information well.

Grading Criteria:

Tables include total of two strengths and two weaknesses.	5	4	3	2	1
Answers show careful thought/self-analysis.	5	4	3	2	1
Suggestions on weaknesses are from other people.	5	4	3	2	1
Tables are neat and easy to read.	5	4	3	2	1
Uses rubrics to develop tables.	5	4	3	2	1