

# LEARNING SKILLS COMMENT BUILDER

## INDEPENDENT WORK

- demonstrates responsibility in attendance, punctuality, and task completion
- works well without supervision
- accepts responsibility for completing tasks on time and with care
- accepts responsibility for own behaviour
- follows routines and instructions independently
- demonstrates self-direction in learning
- responds and participates in a variety of learning activities
- selects learning materials, resources, activities independently
- shows motivation
- displays self-confidence
- persists with tasks
- uses time/schedules/planners effectively
- organizes time effectively
- adheres to established time lines
- explores, selects, and uses a variety of learning strategies
- completes homework and other assignments on time with care

## INITIATIVE

- shows motivation
- seeks work, new opportunities for learning
- responds to challenges
- seeks challenges and takes risks
- shows interest and curiosity about objects and events
- observes, questions, explores, investigates
- seeks additional and new information from library books, CD-ROMs, and other resources
- identifies problems to solve, conducts experiments
- shows initiative and self direction
- displays confidence
- approaches new learning situations with confidence
- demonstrates a positive attitude toward learning
- generates questions for further inquiry
- seeks information from innovative sources and in innovative ways
- investigates and obtains information independently
- develops original ideas and innovative procedures
- attempts a variety of learning activities
- seeks assistance when required
- participates in extra-curricular activities

## **HOMEWORK COMPLETION**

- completes homework on time and with care
- comes to class prepared for learning
- completes tasks by designing innovative procedures
- puts forth consistent effort
- follows directions and completes all homework tasks
- shows attention to detail
- demonstrates interest and enthusiasm in homework assignments
- organizes materials and equipment effectively
- begins work promptly
- follows directions and completes tasks
- chooses and uses materials and equipment correctly, safely, creatively
- utilizes time effectively
- perseveres with complex projects that require sustained effort
- attends to task at hand
- demonstrates flexibility and adaptability

## **USE OF INFORMATION**

- effectively interprets and synthesizes information
- integrates learning from various subjects and areas
- effectively uses a variety of information-gathering techniques and different information sources
- accurately analyses and assesses the value of information
- recognizes where and how assignments, projects would benefit from additional information
- uses facilities, equipment, supplies, evidence, research, expert opinions, and discussion to gather information and solve problems
- considers all information, alternatives before reaching a conclusion
- assesses information and ideas and draws relevant conclusions
- demonstrates creativity in assessing information and ideas and in drawing relevant conclusions
- identifies a variety of sources and resources to collect information
- demonstrates a variety of skills to organize and manage information
- demonstrates research skills
- asks questions to clarify meaning and ensure understanding
- uses information and technology systems effectively

## **COOPERATION WITH OTHERS**

- takes turns
- listens to, acknowledges and considers differing opinions
- willingly works with others
- follows classroom and school procedures
- shares in cleaning duties after an activity
- assumes responsibilities in groups, the classroom, the school
- helps others
- volunteers
- considers both the immediate and long-term effects of actions on others
- shares resources, materials, and equipment with others
- respects rights, property and opinions of others
- works and plays cooperatively with others
- establishes positive relationships with peers and adults
- responds and is sensitive to the needs and welfare of others

## **CONFLICT RESOLUTION**

- resolves conflicts when they occur
- resolves conflicts independently
- resolves conflicts in socially acceptable ways
- negotiates to solve problems, conflicts
- mediates differences of opinion
- listens to understand conflict before acting or offering a resolution
- assists others to resolve conflicts appropriately
- seeks positive solutions to conflicts
- uses a variety of strategies to resolve conflicts appropriately
- helps the group to identify and maintain strategies for conflict resolution

## **CLASS PARTICIPATION**

- participates in class and group activities
- willingly works with new groups
- accepts various roles within the class and group, including leadership
- takes responsibility for own share of the work to be done
- contributes to co-operative problem solving
- completes class and group activities or projects
- works to help achieve the goals of the class and group
- helps to motivate others
- communicates well with class and group members
- helps the class and group to work together
- encourages others to participate
- contributes information and ideas to the class and group

- questions the ideas of the group to seek clarification or agreement
- demonstrates leadership in class and group activities
- modifies views as the result of group discussion
- shows respect for the ideas of others in the class and group
- supports ideas and observations of the group with facts and details
- listens to others without interrupting
- asks group members to explain their ideas
- paraphrases points of view to help understanding
- recognizes contributions of group members through encouragement, support or praise
- seeks consensus before making decisions
- shares responsibility for carrying decisions
- shares responsibility for difficulties encountered during an activity

### **PROBLEM-SOLVING**

- solves problems independently
- interprets, understands the problem
- devises a plan to solve the problem
- carries out the plan
- records the process and the results
- checks the solution/results
- evaluates the plan, solution, result
- devises alternate solutions, plans to solve a problem
- makes connections between different problems and solutions
- applies successful strategies to new problem situations
- chooses appropriate materials and equipment to solve problems
- develops original ideas and creative solutions to solve problems
- applies logic

### **GOAL SETTING TO IMPROVE WORK**

- identifies criteria to assess work
- uses criteria to assess work
- assesses own work
- identifies goals
- identifies specific steps or actions to reach goal or to improve
- evaluates success in reaching goals
- identifies strengths and areas for improvement in own work
- perseveres to achieve goals
- revises goals or steps and strategies when necessary
- demonstrates self-direction in goal setting and goal achievement
- accepts feedback on performance from others
- uses feedback to improve work and monitor learning