



Dyslexia Assessment and Consultancy

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WORKPLACE DYSLEXIA CHECKLIST

Please tick any items which you feel cause difficulty.

Reading

- following written instructions
- following technical manuals
- quickly getting gist of letters / reports etc
- recalling what has been read

Writing

- reversible letters, e.g., b, d
- sequencing letters (which – wihch)
- spelling
- grammar
- punctuation
- handwriting
- filling in forms
- expressing ideas clearly in writing
- writing memos/letters
- writing reports

taking notes/Minutes

Numerical data

copying numbers

tabulating numbers

doing arithmetical calculations

Speech and Comprehension

- following a conversation/discussion
- contributing to a discussion
- presenting thoughts succinctly

Memory and Concentration

- following oral instructions.....
- remembering: telephone numbers
 - messages
 - appointments
- concentrating for long periods

Visuo-motor Skills

- inputting data on computer/calculator
- analysing complex visual arrays, e.g., maps, graphs
- getting bearings in large or complex buildings

Sequencing

- filing
- retrieving files
- looking up entries in dictionaries/directories

Organisation

- planning work schedules
- meeting deadlines

keeping papers in order

working efficiently

Emotion/Social Interaction

Please tick any of the following words or phrases which you feel describe the emotions associated with the above difficulties:

frustrated angry confused lacking confidence anxious depressed

low self esteem defensive aggressive embarrassed withdrawn