



# 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low self esteem   defensive   aggressive   embarrassed   withdrawn