Instructions for Tutors

These benchmarks directly correspond to the activity manuals on the corresponding web page where you found these benchmarks. These benchmarks not only provide our students with abilities needed to navigate the modern world but also crucial skills to have in preparation for the GED. Never hesitate to ask for additional help from Literacy Mid-South staff.

Using These Benchmarks to Ensure Progress
Each sub-listing below the proceeding standards has a correlating activity in the activity manuals. We recommend you start slightly below your student's learning level to ensure their ability. If you do not know your student's reading/math level, please contact staff to receive information about their most recent TABE assessment scores.

Which Activities and Benchmarks Should I Use for My Student(s)?
- Students who are interested in receiving their GED should use *all three* Math, Language Arts, and Reading benchmarks and activity sheets simultaneously.
- ESL tutors are encouraged to use Language Arts activities and benchmarks. Reading can be used as supplemental material as needed.
- Tutors of students most interested in math should use the Math activities and benchmarks.
- Tutors of students only interested in reading should use the Reading activities and benchmarks. Language Arts can be used as supplemental material as needed.

Mastery Level
We ask that you report the mastery level of the student at each benchmark. Ideally, you will not move onto the next benchmark until you feel the student has a 100% mastery of the content of each standard below. When the student has displayed reasonable understanding of the subject matter, put a 100% in the box and be sure to calculate the number of hours spent on each subject. *We urge you not to just use the activity manuals alone to display mastery of the subject*. Use additional materials available online and in the libraries to help the student master each standard. Laubach and Challenger books are also available upon request.

Reporting These Benchmarks

We ask that you submit a progress report about your student *each month* to Literacy Mid-South through our online Tutor Lounge. (http://literacymidsouthtutor.weebly.com/). Let us know what standard your student is on and any challenges you may have encountered along the way. Also, be sure to report your hours while you are there.

Next Steps After Completion

Keep these benchmarks as your guide to helping your student progress. When you have finished all the benchmarks below, send in this checklist to Literacy Mid-South staff and notify them that your student is ready for a TABE assessment. Literacy Mid-South will contact you to schedule a time for a T.A.B.E. assessment. This assessment will ensure that your student has adequately progressed. Once your student has shown growth on the TABE, you may move to the next activities manual.

Mathematics
Level 4.0-5.9
Intermediate Low Basic Education

Student	Tutor	Date Enrolled	

Standard 1: **Show awareness of the ways numbers are represented and used in the real world.**	Hours of Instruction	Mastery Level %	Date & Initials
17.01 Identify whole numbers containing up to 7-digit numeration (millions, thousands, hundreds, tens, and ones)			
17.02 Associate whole numbers to their respective spoken names, written names, and numerals			
17.03 Understand the relative size of whole numbers			

Standard 2: **Demonstrate proficiency in adding and subtracting whole numbers.**	Hours of Instruction	Mastery Level %	Date & Initials
18.01 Add with and without regrouping a 1-, 2-, or 3-digit number to a 3-digit number given in vertical notation			
18.02 Add with and without regrouping three or four 3-digit numbers given in vertical notation			
18.03 Add with and without regrouping three or four 4-digit numbers given in vertical notation			
18.04 Subtract with and without regrouping two 3-digit numbers given in vertical notation			
18.05 Subtract with and without regrouping two 5-digit numbers given in both vertical and horizontal notation			
18.06 Borrow where the minuend is a digit followed by three zeros and regrouping is necessary, e.g. 6000-495			

Standard 3: **Multiply whole numbers.**	Hours of Instruction	Mastery Level %	Date & Initials
19.01 Multiply a 2-digit number by a 2-digit number			
19.02 Multiply a 3 digit number by a 1-, 2-, or 3-digit number			
19.03 Multiply a 4-digit number by a 1-, 2-, or 3-digit number			

19.04 Demonstrate proof method for multiplication, e.g. 64 x 27 = 27 x 64			
Standard 4: **Demonstrate proficiency in number sense, concepts, and operations involving fractions.**	**Hours of Instruction**	**Mastery Level %**	**Date & Initials**
20.01 Divide 3- or 4- digit numbers by a 1-digit number where the quotient is with or without a remainder			
20.02 Divide 3- or 4-digit numbers by a 2-digit number where the quotient is with or without a remainder			
20.03 Divide by a 3-digit number where the quotient is with or without a remainder			
20.04 Prove long-division problems			

Standard 5: **Apply math skills in word problem applications**	**Hours of Instruction**	**Mastery Level %**	**Date & Initials**
21.01 Associate commonly used fractions (1/2, ¼, 1/3, ¾, and 2/3) to their respective spoken names, written names, and numerals			
21.02 Understand the relative size of commonly used fractions			
21.03 Understand that commonly used fractions can be represented in other equivalent forms, such as decimals and percents (1/2 = 50% = .5)			
21.04 Write numbers as fractions			
21.05 Understand the concepts of numerators and denominators			
21.06 Identify proper and improper fractions and mixed numbers			
21.07 Convert from mixed numbers to improper fractions			
21.08 Convert from improper fractions to mixed numbers			
21.09 Reduce common fractions to their lowest common denominators			
21.10 Convert fractions to equivalent fractions			
21.11 Add fractions with common denominators			
21.12 Subtract fractions with common denominators			
21.13 Multiply proper fractions			
21.14 Multiply proper fractions by whole numbers			

Standard 6: Demonstrate proficiency with number sense, concepts, and operations involving decimals.	Hours of Instruction	Mastery Level %	Date & Initials
22.01 Associate decimals – including tenths, hundredths, and thousandths- to their respective spoken names, written names, and numerals			
22.02 Understand the relative size of decimals			
22.03 Understand that decimals can be represented in other equivalent forms e.g. fractions			
22.04 Convert common fractions to decimals			
22.05 Convert decimals to common fractions			
22.06 Add and subtract decimals			
22.07 Select the appropriate operation to solve specific problems involving decimals			
22.08 Select the appropriate operation to solve specific problems involving decimals			
Understand the relationship between money and decimals			
22.09 Solve real-world problems involving decimals			

Standard 7: Use estimation to solve and compute.	Hours of Instruction	Mastery Level %	Date & Initials
23.01 Use and justify different estimation strategies in a real-world problem situation, and determine the reasonableness of results of calculations in a given problem situation			
23.02 Solve real-world problems with the help of estimating measurements including length, time, weight, temperature, money, perimeter, area, and volume, and compare the results to actual measurements			
23.03 Round a whole number less than one million to any designated place			
23.04 Round fractions and mixed numbers to the nearest whole numbers			
23.05 Use rounding techniques to estimate the solution to a real-world addition and subtraction measurement problem, then determine the actual result			

Standard 8: Demonstrate proficiency in measuring quantities and solving problems related to measurement.	Hours of Instruction	Mastery Level %	Date & Initials
24.01 Write abbreviations for length, weight, and capacity measurements			
24.02 Identify equal measures defines in different units			
24.03 Measure to the nearest ¼ inc on a 12-inch ruler			
24.04 Solve measurement problems using addition or subtraction with no conversion			
24.05 Determine temperature using a Fahrenheit or Celsius thermometer			
24.06 Determine capacity by measuring quantities in teaspoons, tablespoons, cups, pints, quarts, gallons, and liters			
24.07 Recognize, use, measure and interpret linear dimensions and geometric shapes			
24.08 Use and interpret measurement instruments such as rulers, scales, gauges, and dials			
24.09 Interpret diagrams, illustrations, and scale drawings			
24.10 Interpret spatial relationships, e.g. above, below, nearer, farther, and equidistant			
24.11 Interpret measurements in recipes			
24.12 Convert equivalent measurements, e.g. cups to quarts			

Standard 9: Demonstrate proficiency in solving problems involving algebra.	Hours of Instruction	Mastery Level %	Date & Initials
25.01 Describe a variety of patterns and relationships through models, such as manipulatives, tables, graphs, and rulers			
25.02 Translate a problem from words to a number symbol sentence, e.g. six plus one equals seven to 6 + 1 =7			
25.03 Recognize simple algebraic formulas, e.g. 1+3 = x			
25.04 Recognize simple consumer formulas, e.g. units times price = cost			

Standard 10: Interpret data from graphs, charts, and maps.	Hours of Instruction	Mastery Level %	Date & Initials
26.01 Solve problems by generating, collecting, organizing, displaying, and analyzing data using bar graphs, circle graphs, line graphs, pictographs, and charts			
26.02 Interpret data in charts, tables, plots, graphs, and maps			
26.03 Understand and find averages (means)			
26.04 Locate a point on a highway map			

Standard 11: Calculate differences to solve problems encountered in daily living.	Hours of Instruction	Mastery Level %	Date & Initials
27.01 Calculate reported differences, e.g. minutes spent working two jobs			
27.02 Calculate the differences between two hourly wages			
27.03 Determine the net cost of groceries after deducting the value of coupons			
27.04 Calculate the differences between figures from a summarized table			
27.05 Use hourly and daily wage rates to calculate the differences in earnings			
27.06 Determine the difference between lengths of business days on weekdays and weekends			
27.07 Calculate the savings between two specific subscription rates			
27.08 Calculate the amount of increase using figures from a bar graph			
27.09 Determine daily earnings based on hourly rate and number of hours worked			
27.10 Use figures from a comparison table to calculate increases			
27.11Total the amount of fines accrued for several driving violations			

Standard 12: Apply arithmetic operations to information contained in printed materials.	Hours of Instruction	Mastery Level %	Date & Initials
28.01 Use an order form to determine the total cost of a purchase			
28.02 Determine the total for an order after calculating the cost of two items and sales tax (TN sales tax is 9.25%, MS is 7%, and AR is 6%)			
28.03 Determine the total cost of multiple items ordered from a menu, including one item having multiple quantities			
28.04 Use an advertisement to determine the total cost of several items in different quantities			

Standard 13: Demonstrate proficiency in consumer math skills.	Hours of Instruction	Mastery Level %	Date & Initials
29.01 Develop a personal budget to set income			
29.02 Plan for major purchases e.g. a car or a television			
29.03 Interpret information or directions to locate consumer goods, e.g. newspaper ads and yellow pages			
29.04 Identify and use methods to purchase goods and services, including catalogs, order forms, and related information			
29.05 Interpret advertisements, labels, charts, letters, articles, price tags, or other information in selecting goods and services			
29.06 Write personal checks or money orders to purchase goods and services			
29.07 Complete a deposit and withdrawal form			

STOP! Please contact Literacy Mid-South for a student assessment before continuing!
Adapted from the Florida Department of Education ABE Performance Standards