

**GREENAN'S GENERALIZABLE SKILLS CURRICULUM**  
(use for determining basic entry skills)

**Mathematics Skills**

**WHOLE NUMBERS**

- Read, write, and count single and multiple digit whole numbers
- Add and subtract single and multiple digit whole numbers
- Multiply and divide single and multiple digit whole numbers
- Use addition, subtraction, multiplication, and division to solve word problems with single and multiple digit whole numbers
- Round off single and multiple digit whole numbers

**FRACTIONS**

- Read and write common Fractions
- Add and subtract common fractions
- Multiply and divide common fractions
- Solve word problems with common fractions

**DECIMALS**

- Carry out arithmetic computations involving dollars and cents
- Read and write decimals in one or more places
- Round off decimals to one or more places
- Multiply and divide decimals in one or more places
- Add and subtract decimals in one or more places
- Solve word problems with decimals in one or more places

**PERCENT**

- Read and write percents
- Compute percents

**MIXED OPERATIONS**

- Convert fractions to decimals, percent to fractions, fractions To percents, percents to decimals, decimals to percents, common fractions or mixed numbers to decimal fractions, and decimal fractions to common fractions or mixed numbers
- Solve word problems by selecting and using correct order of operations
- Perform written calculations quickly
- Compute averages

**MEASUREMENT AND CALCULATION**

- Read numbers of symbols from time, weight, distance, and volume measuring scales
- Use a measuring device to determine an object's weight, distance, or volume in standard (English) units
- Use a measuring device to determine an objects weight, distance, or volume in metric units
- Perform basic metric conversions involving weight, distance, and volume
- Solve problems involving time, weight, distance, and volume
- Use a calculator to perform basic arithmetic operations to solve problems

**ESTIMATION**

- Determine if a solution to a mathematical problem is reasonable

**Communications Skills**

**WORDS AND MEANINGS**

- Use plural words appropriately In writing and speaking
- Use appropriate shortened forms of words by using an apostrophe when writing and contractions when speaking
- Use appropriate abbreviations of words in writing
- Use words correctly that sound the same as other words but have different meanings and spellings
- Use words appropriately that are opposite of one another
- Use appropriate word choices in writing and speaking
- Add appropriate beginnings and endings to words to change their meaning
- Punctuate one's own correspondence, directives, or reports

## GREENAN'S GENERALIZABLE SKILLS CURRICULUM

### READING

- Read, understand, and find information or gather data from books, manuals, directions, or other documents
- Restate or paraphrase a reading passage to confirm one's own understanding of what was read
- Read and understand forms
- Read and understand short notes, memos, and letters
- Read and understand graphs, charts, and tables to obtain factual information
- Understand the meanings of words in sentences
- Use a standard dictionary to obtain the meaning, pronunciation, and spelling of words
- Use the telephone and look up names, telephone numbers, and other information in a telephone directory to make local and long distance calls

### WRITING

- Review and edit another's correspondence, directives, or reports
- Compose logical and understandable statements, phrases, or sentences to fill out forms accurately

### SPEAKING

- Speak fluently with individuals or groups
- Pronounce words correctly
- Speak effectively using appropriate behaviors such as eye contact, posture, and gestures

### LISTENING

- Restate or paraphrase a conversation to confirm one's own understanding of what was said
- Ask appropriate questions to clarify another's written or oral communications
- Attend to nonverbal cues such as eye contact, posture, and gestures for meanings in others conversations
- Take accurate notes that summarize the material presented from spoken conversations

### Interpersonal Relations Skills

### WORK BEHAVIORS

- Work effectively under different kinds of supervision
- Work without the need for dose supervision
- Work cooperatively as a member of a team
- Get along and work effectively with people of different perspectives
- Show up regularly on lime for activities and appointments
- Work effectively when time tension or pressure are critical factors for successful performance
- See things from another's point of view
- Engage appropriately in social interaction and situations
- Take responsibility and be accountable for the effects or one's own judgments, decisions, and actions
- Plan, carry out, and complete activities at one's own initiation

### INSTRUCTIONAL AND SUPERVISORY CONVERSATIONS

- Instruct or direct someone in the performance of a specific task
- Follow instructions or directions in the performance of a specific task
- Demonstrate to someone how to perform a specific task
- Assign others to carry out specific tasks
- Speak with others in a relaxed and self-confident manner
- Compliment and provide constructive feedback to others at appropriate times

### CONVERSATIONS

- Be able to handle criticism, disagreement, or disappointment during a conversation
- Initiate and maintain task-focused or friendly conversations with another individual
- Initiate, maintain, and draw others into task-focused or friendly group conversations
- Join in task-focused or friendly group conversations

## GREENAN'S GENERALIZABLE SKILLS CURRICULUM

### Reasoning Skills

#### VERBAL REASONING

- Generate or conceive of new or innovative ideas
- Try out or consciously attempt to use previously learned knowledge and skills in a new situation
- Understand and explain the main ideas in another's written or oral communication
- Recall ideas, facts, theories, principles and other information accurately from memory
- Organize ideas and put them into words rapidly in oral and written conversations
- Interpret feelings, ideas, or facts in terms of one's own personal viewpoint or values
- State one's point of view, opinion, or position in written or oral communication
- Define one's point of view, opinion, or position written or oral communication
- Distinguish between fact and opinion in ones own and in others' written and oral communication
- Identify the conclusions in others' written or oral communication
- Identity the reasons offered by another and evaluate their relevance and strength of support for a conclusion
- Compile one's own notes taken on several written sources into a single report
- Compile ideas, notes, and materials supplied by others into a single report
- Carry out correctly written or oral instructions given by another
- Observe another's performance of a task to identify whether the performance is satisfactory or needs to be improved
- Ask questions about another's performance of a task to identify whether the performance is satisfactory or needs to be improved

#### PROBLEM SOLVING

- Recognize or identify the existence of a problem given a specific set of facts
- Ask appropriate questions to identify or verify the existence of a problem
- Enumerate the possible causes of a problem
- Use efficient methods for eliminating the causes of a problem
- Judge the credibility of a source of information
- Identify important Information needed to solve a problem
- Identify others' and one's own assumptions relating to a problem
- Describe the application and likely consequences of alternative problem solutions and select a solution that represents the best course of action to pursue

#### PLANNING

- Sort objects according to similar physical characteristics including shape, color, and size
- Estimate weight of various objects of different shapes, sizes, and makeup
- Estimate length, width, height, and distance between objects
- Use the sense of touch, sight, smell, taste, and hearing
- Set priorities or the order in which several tasks will be accomplished
- Set the goals or standards for accomplishing a specific task
- Determine how specific activities will assist in accomplishing a task
- Select activities to accomplish a specific task
- Determine the order of the activities or step-by-step process by which a specific task can be accomplished
- Estimate the time required to perform activities needed to accomplish a specific task
- Locate information about duties, methods, and procedures to perform the activities needed to accomplish a specific task
- Locate information and select the materials, tools, equipment, or locate resources to perform the activities needed to accomplish a specified task
- Periodically revise or update plans and activities for accomplishing a specific task

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