

# Skill Assessment for Cell Phone and Email

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This assessment can be completed by the student or anyone who supports the student's learning. It can also be used as an interactive activity, where the student attempts each skill while someone observes and provides guidance as needed. This approach offers a more accurate understanding of the student's current abilities and areas for growth. This is just a tool to help you better assess a student's understanding and desire to learn.

Cell Phone Skill Assessment				
	Cannot Do	Can Do with Help	Can Do Independently	Want to Learn
Turn on and off device				
Charge the device				
Make a phone call				
Answer an incoming call				
End a phone call				
Adjust volume				
Use speakerphone				
Find a contact in the phone				
Add a contact to the phone				
Use speakerphone				
Find a contact in the phone				
Add a contact to the phone				

Send a text message				
Read and reply to a text message				
Take a photo				
Send a photo via text or email				
Set an alarm or reminder				
Use the calculator app				
Connect to Wi-Fi				
Download and install an app				
Use voice commands (e.g., Siri, Google Assistant)				
Browse the internet				
Check and send emails				
Use maps and navigation				
Adjust phone settings (brightness, ringtone, etc.)				
Make a video call				
Use the calendar app				
Use the phone's accessibility features				

Email Skill Assessment				
	Cannot Do	Can Do with Help	Can Do Independently	Want to Learn
Open an email application or website				
Create a new email account				
Log in to an existing email account				
Compose a new email				
Enter a recipient's email address				
Write a clear and appropriate subject line				
Write the body of an email				
Use proper email etiquette (greetings, closings)				
Attach a file to an email				
Send an email				
Open and read received emails				
Reply to an email				
Reply all to an email				
Forward an email				
Delete unwanted emails				
Organize emails into folders				

Use the search function to find specific emails				
Mark emails as spam or move to junk folder				
Add contacts to an address book				
Recognize and avoid potential phishing emails				
Use CC (Carbon Copy) appropriately				
Use BCC (Blind Carbon Copy) when needed				