

**English as a Second Language**  
***Learning Needs Inventory***

**Student:** \_\_\_\_\_

**Tutor:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**Date Given:** \_\_\_\_\_

Indy Reads  
Indianapolis-Marion County Public Library  
2450 N. Meridian Street  
Indianapolis, IN 46208  
(317) 275-4040



Revised January 2006



## Interviewer Information:

The ESL Learning Needs Inventory (LNI) is an assessment tool to better define how much English the student knows and to help the tutor determine a starting point for the student. In addition, the last two pages are important information for the student. These pages include general information about Indy Reads as well as the tutor's phone number.

The ESL LNI is to be conducted during the first meeting/introduction of the student and tutor. An ESL LNI should be included with your introduction/match notification – one for each student. Please familiarize yourself with the instructions prior to the introduction. You will read the questions to the student while the tutor scores the ESL LNI.

**When finished, please obtain the tutor's completed LNI and send it to Indy Reads, preferably via inter-library mail.** A library staff member will be able to assist you with this. Call the Indy Reads office at 275-4040 with any questions.

## Tutor Information:

The ESL Learning Needs Inventory (LNI) will help you to assess how much English your student knows and the areas in which your student needs help with his/her English.

The student interviewer will conduct the ESL Learning Needs Inventory by asking the questions while you score your student's responses. A copy has also been provided to you. Please familiarize yourself with the instructions prior to the introduction.

If you decide to use the Laubach Way to English series, this assessment is also designed to let you know what Skill Book to start your student in.

**Please give your copy of the ESL LNI to the interviewer.** The interviewer will send it to the Indy Reads office. A photocopy of the completed ESL LNI will promptly be returned to you. Please call the Indy Reads office at 275-4040 with any questions.

You will then use this information when planning your first few sessions with your student (see Tab 15 in your training binder). For example, if your student struggles with counting and numbers, or vowels, you and your student will fill out the goal sheets to indicate the steps involved in reaching that goal, and the materials and time needed to complete the steps. The goal sheets are located in "Where Do I Start" in Tab 15 of your training binder.

# Instructions:

**Interviewer**, please help the student (and tutor) to feel comfortable – the student and the tutor may be nervous. Explain that the information obtained will help the tutor create lesson plans. Please take your time and be patient with the student.

**Interviewer and Tutor**, please note that how well you administer and communicate the information in the ESL LNI will depend on the proficiency of the student. In some cases, you may not even complete Section 1. Do not exhaust a lower level student trying to make this clear. It will only raise anxiety.

## **Pages 4, 5, 6, 7 – Sections I, II, and III:**

Follow the directions on the top and bottom of each section. Answer sheets are provided on pages 8 and 9 in case your student progresses to Section II and Section III. Please use your best judgment when scoring.

## **Page 10 – Information to share with ESL students:**

Please read the list of items, stopping to clarify if the student doesn't appear to understand. For example, "Tutoring is free. That means you don't pay any money to have a tutor." Continue down the list.

## **Page 11 – Important Numbers:**

Please go through this page with the student. Take time to make sure the student understands what day(s) and time(s) the tutoring will take place. Also, read aloud "I will call my tutor if I cannot come to our meeting. My tutor will call me if he or she cannot come to the meeting."

Return the completed ESL LNI to the Indy Reads office. The office will keep the original in your student's file and return a copy to the tutor. (The tutor may keep his/her copy of the ESL LNI for his/her records.) If you have any questions, please call the Indy Reads office at 275-4040.

## SECTION I

The student does not use an answer sheet for this section because all responses are verbal. Place an X over missed answers. Score by using a ✓ checkmark in the appropriate column.

ASK STUDENT	ALL CORRECT	MOST CORRECT	HALF CORRECT	MOST or ALL WRONG
Please count from 1-25.  1 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25				
Please count from 88-100.  88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100				
Please say the alphabet.  A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Listen to each word. What does the sound begin with?  <b>Bird, Cup, Dish, Fish, Girl, Hand</b>				
Listen to each word. What does the sound begin with?  <b>Jump, Kick, Leg, Man, Neck, Pan</b>				
Listen to each word. What does the sound begin with?  <b>Quarter, River, Sun, Tent, Valley, Women</b>				
Listen to each word. What does the sound begin with?  <b>Yes, Zipper, Shop, Children, Thank</b>				
Listen to each word. What does the sound begin with?  <b>Apple, Ed, It, Off, Up</b>				
Listen to each word. What does the sound begin with?  <b>Pat, Box, Fun, Ted, Wish, Up</b>				
Five letters of the alphabet are called vowels. Name the vowels. <b>a e i o u</b>				
Name the vowel you hear in the word.  <b>Cup, Sip, Cop, Pest, Cap</b>				
<b>TOTAL CHECKS</b>				

➔ If your student has **3 or more checks** in the last two columns, **STOP**. Your student is at a **LOW BEGINNING** level.

(If you plan to use *Laubach* materials, begin in ***Laubach Way to English Skill Book 1, Lesson 1.***)

➔ If your student has **2 or less checks** in the last two columns, **GO ON** to **Section II**.

## SECTION II

Administer Section II only if your student scored 2 or less checks in the last 2 columns of Section 1. The student will need **Section II Student Answer Sheet** to record their responses. Score by using a ✓ checkmark in the appropriate column.

ASK STUDENT	ALL CORRECT	MOST CORRECT	ABOUT HALF CORRECT	MOST or ALL WRONG
1. Please print your name.				
2. Please print your address.				
3. Please print your phone number.				
4. Please write these numbers.  <b>1, 5, 16, 27, 206</b>				
5. Please read the sentence to me.  <b>(The man hit the dog with a stick.)</b>				
6. Please read the sentence to me.  <b>(Mr. Oliver's girl can run fast.)</b>				
7. Please write the alphabet in small letters.				
8. Please write the alphabet in capital letters.				
9. Please write these words:  <b>in, at, man. up</b>				
10. Please write this sentence  <b>Is Ann at the river?</b>				
<b>TOTAL CHECKS</b>				

➡ If the student has 3 or more checks in the last two columns, **STOP**. Your student is at a HIGH BEGINNING level.

(If you plan to use *Laubach* materials, begin in ***Laubach Way to English Skill Book 1, Lesson 6.***)

➡ If the student has **2 or less checks** in the last two columns, **GO ON** to Section III.

### SECTION III

<b>ASK STUDENT</b>	Administer Section III only if your student scored 2 or less checks in the last 2 columns of Section II.			
<p><b>Questions 1-5</b> Please read this paragraph to yourself. (point to it on their answer sheet). Tell me when you have finished reading it.</p> <p>Mrs. Hill works in a factory. After work, she gets dinner for her family. Why does she fix the dinner? She says, "I love my family." Mrs. Hill's children and Mr. Hill are happy. They tell her, "you are a very good cook!" "Thank you," Mrs. Hill says. "Now you can do the dishes!"</p>	<p>The student will need <b>Section III Student Answer Sheet</b> to record their responses.</p> <p>Score by using a ✓ checkmark in the appropriate column.</p>			
	<b>ALL CORRECT</b>	<b>MOST CORRECT</b>	<b>ABOUT HALF CORRECT</b>	<b>MOST or ALL WRONG</b>
1. Please point to a period. When do you use a period?				
2. Please point to a comma. When do you use a comma?				
3. Please point to a question mark. When do you use a question mark?				
4. Please point to quotation marks. When do you use quotation marks?				
5. Please point to an apostrophe. When do you use an apostrophe?				
6. Please read the words.  (shopping, back, cents, whistle, finger)				
7. Please read each word, then say it in a sentence.  (twelve, standing, hurt, office, market)				
8. Please write these words. I'll say the word, and then I'll say it in a sentence. Write just the word.  <b>Hand, children, living, cutting, cries</b>				
1. She hurt her left <b>hand</b> . 2. I have three <b>children</b> . 3. My mother will be <b>living</b> with us next year. 4. My neighbor will be <b>cutting</b> the grass on Saturday. 5. The baby <b>cries</b> when she is hungry				

<p>9. Please write this sentence. I'll read it to you 2-times.</p> <p>The farmer's chickens got into the corn. (Repeat)</p>				
<p>10. Please write this sentence. I'll read it to you 2-times.</p> <p>He got two little boxes and one pretty ring for his mother. (Repeat)</p>				
<p><b>TOTAL CHECKS</b></p>				

- ➔ If the student has 5 or more checks in the last two columns, your student is at a LOW INTERMEDIATE level.  
(If you plan to use *Laubach* materials, begin in ***Laubach Way to English Skill Book 2, Lesson 1.***)
- ➔ Otherwise, your student is at a HIGH INTERMEDIATE level.  
(If you plan to use *Laubach* materials, begin with ***Laubach Way to English Skill Book 3, Lesson 1.***)

## Section II Student Answer Sheet

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. \_\_\_\_\_

5. The man hit the dog with a stick.

6. Mr. Oliver's girl can run fast.

7. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

## Section III Student Answer Sheet

Questions 1-5:

Mrs. Hill works in a factory.  
After work, she gets dinner for her family.  
Why does she fix the dinner?  
She says, "I love my family."  
Mrs. Hill's children and Mr. Hill are happy.  
They tell her, "you are a very good cook!"  
"Thank you," Mrs. Hill says. "Now you can do the dishes!"

6. shopping  
back  
cents  
whistle  
finger

7. twelve      standing      hurt      office market

8. \_\_\_\_\_  
\_\_\_\_\_

9. \_\_\_\_\_  
\_\_\_\_\_

10. \_\_\_\_\_  
\_\_\_\_\_

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

# Information to share with ESL students:

(√ check each after reading)

- Tutoring is FREE.
- Tutors are volunteers – they don't get paid.
- Tutoring takes place at a library or a public place.
- In the mail, you will receive a newsletter every two months called "Student-to-Student." The stories in it are written by Indy Reads students.
- If you want to learn English, you must practice all the time. You will meet with your tutor weekly.
- Indy Reads believes our students should set their own goals for tutoring. Also, we do not discriminate against anyone.
- Indy Reads has a computer lab where you can use programs to help you learn English. Call 275-4038 to find out when it is open.

**(Note to interviewer: Please give this page to student)**

# IMPORTANT NUMBERS

Tutor's name \_\_\_\_\_

Tutor's phone number \_\_\_\_\_

I will meet my tutor on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

I will meet my tutor at the \_\_\_\_\_ library.

I will call my tutor if I cannot come to our meeting. My tutor will call me if he or she cannot come to the meeting.

Notes:

**Questions? Call Indy Reads at 275-4040.**

**(Note to Interviewer: Please give this page to student.)**