



Dyslexia Assessment & Consultancy

Experts working with dyslexia and neurodiversity

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DYSLEXIA CHECKLIST - WORKPLACE

Please tick the items which you feel cause difficulty.

Reading

- following written instructions
- following technical manuals
- Understanding quickly the 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 in presentations / Minutes

Numerical data

- copying numbers
- working with numerical data
- doing arithmetical calculations

Speech and Comprehension

- following a conversation/discussion
- contributing to a discussion / meeting.....
- presenting thoughts succinctly / accurately.....

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 papers
- retrieving files
- looking up entries in dictionaries/directories

Organisation

- planning work schedules
- meeting deadlines
- keeping papers in order
- working efficiently

Emotion/Social Interaction

Please ring 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low self esteem defensive aggressive embarrassed withdrawn

If you have ticked a good number of these strands and feel that these are the difficulties which are holding you back, or perhaps preventing you being efficient at work or even progressing in your career, it might be wise to have an assessment in order to confirm whether you have dyslexia /SpLD. You would gain a good understanding of how you process information as well as your strengths, and we can help you gain the support you are looking for. Contact us too if you have questions or queries about how to move forward.

Contact us. Details at the top of the first page.