



SAMPLE NEEDS ASSESSMENT – Alphabet Knowledge and Early Writing (Infants/Toddlers)

Coachee Name: _____ **Date:** _____

Read each statement and use the 1 to 5 scales to show how often you are using each practice now, and how often you would like to use it. Then write the difference between current use and desired use of the practice. The * applies to languages that are alphabetic. For non-alphabetic languages, find other books meant for young children or ways to acquaint them with those print systems.

Teaching Practices	I am doing this now...					I want to do this...					Differences between current use and desired use
	Not at all	All the time				Not at all	All the time				
1. Encourage infants to reach and grasp that will help prepare them for early writing.	1	2	3	4	5	1	2	3	4	5	
2. Respond verbally to infants' and toddlers' interests in their home languages and English .	1	2	3	4	5	1	2	3	4	5	
3. Talk or sign to infants and toddlers throughout the day in their home languages and English.	1	2	3	4	5	1	2	3	4	5	
4. Cuddle and look at books, labeling and describing pictures in their home language and English .	1	2	3	4	5	1	2	3	4	5	
5. Give older infants and toddlers writing materials and show them how to use them.	1	2	3	4	5	1	2	3	4	5	
6. Model writing for a purpose, describing what you're doing and why in home languages and English .	1	2	3	4	5	1	2	3	4	5	
7. As infants and toddlers become verbal, write down what they say or sign and read it back to them in their home language or English .	1	2	3	4	5	1	2	3	4	5	
8. Help children talk about what they're scribbling and drawing and build on their explanations in home languages and English .	1	2	3	4	5	1	2	3	4	5	
9. Fill the environment with a variety of materials with a variety of textures for infants and toddlers to feel, grasp, and explore with their hands for fine motor activities that will help prepare them for early writing.	1	2	3	4	5	1	2	3	4	5	
10. Point out written letters and meaningful works, such as their names, noting various languages if these are represented in your group .	1	2	3	4	5	1	2	3	4	5	