



Office of Literacy and Essential Skills

Numeracy Self-Assessment

Numeracy is the ability to use and understand numbers. Strong **numeracy** skills are essential in both workplace tasks (e.g. budgeting, performing calculations, taking measurements) and in everyday life (e.g. managing money, baking, estimating driving distances). Complete this self-assessment to help you understand your **numeracy** strengths and areas for improvement.

Instructions:

1. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. **Tip:** Think about your work and life experiences as you consider each task.
2. Review your responses for each task. If you have checked five or more in the “Somewhat” and/or “No” columns, you may want to consider upgrading your **numeracy** skills.
3. Complete **Section 2** to identify your training needs.

Section 1: Self-Assessment

I can...	Yes	Somewhat	No
Perform simple calculations such as addition and subtraction.			
Receive cash payments and make change.			
Calculate the cost of items on a bill.			
Take simple measurements (e.g. length, weight, temperature).			
Make comparisons (e.g. taller or shorter, heavier or lighter, greater than or less than).			
Record time using digital and standard clocks, watches, or timers.			
Estimate quantities (e.g. I need approximately 20 copies).			
Estimate measurements (e.g. it is approximately three feet wide).			
Perform calculations that require multiplication and/or division.			
Calculate percentages.			
Calculate the area of common shapes (e.g. square, triangle, circle).			
Create and balance budgets.			
Create and monitor schedules (e.g. staffing or project schedules).			
Perform measurement conversions (e.g. inches to centimetres, millilitres to litres).			
Calculate simple averages.			
Estimate the time required to complete specific tasks.			
Perform calculations that require multiple steps or operations.			

I can...	Yes	Somewhat	No
Calculate areas and volumes of irregular shapes.			
Measure curved and irregular lengths.			
Take precise measurements using specialized equipment.			
Analyze and compare statistical data.			
Compare similar products with differing cost structures to determine the best value.			
Manage complex budgets (e.g. preparing financial statements, forecasting materials).			
Make accurate estimates when information is limited.			
TOTAL			

Section 2: Personal Development

Completing this section will help you make informed training decisions.

- Look at the “Yes” column in **Section 1** to identify your strengths and record them below.
- Look at the “Somewhat” and/or “No” columns in **Section 1** to identify the areas that you need to develop or strengthen and record them below.

NUMERACY STRENGTHS:

I am confident that I can...

E.g. receive cash payments and make change.

- _____
- _____
- _____

Tip: Consider using your strengths to help a colleague, friend or family member improve their **numeracy** skills.

AREAS FOR IMPROVEMENT:

I would like to improve my ability to...

E.g. calculate areas and volumes of irregular shapes.

- _____
- _____
- _____

Tip: When developing your training plan, focus on improving one or two abilities at a time.

To learn more about literacy and essential skills and other related tools, visit
hrsdc.gc.ca/essentialskills

Literacy and Essential Skills—
for LEARNING, WORK and LIFE