IXL Skill Plan for the ACT® WorkKeys

Workplace Documents

Use IXL's interactive skill plan to get up-to-date skill alignments, assign skills to your students, and track progress.

www.ixl.com/ela/skill-plans/act-workkeys-workplace-documents

Levels 3–4

Standard	IXL skills
Main idea & details	1. Use key details to determine the main idea N5X
	2. Determine the main idea of a passage DB7
	3. Identify supporting details in informational texts LZS
Author's purpose	1. Identify the author's purpose GEU
Text structure	1. Match causes and effects in informational texts QTM
	2. Match problems with their solutions XJG
Context clues	1. Use context to identify the meaning of a word YEQ
Informational texts	1. Read and understand informational passages H5Q
Workplace Documents	1. Read workplace emails and memos HNC
	2. Read business letters and notices U2W

Levels 5–6

Standard	IXL skills
Main idea & details	1. Determine the main idea of a passage HFN
	2. Combine main ideas from two texts HQL
Author's purpose	1. Identify the author's purpose K5H
Text structure	1. Match causes and effects in informational texts WK9
	2. Match problems with their solutions FS5
Context clues	1. Use context to identify the meaning of a word 8CV
Informational texts	1. Analyze the development of informational passages: set 1 UDA
	2. Analyze the development of informational passages: set 2 EUN
Workplace documents	1. Read workplace emails and memos GFG
	2. Read business letters and notices 2UC
	• *Coming soon:* Read company policies and procedures

Level 7

Standard	IXL skills
Main idea & supporting evidence	1. Determine the main idea of a passage B7T 2. Identify supporting evidence in a text UHD
Audience and purpose	1. Identify audience and purpose HM9
Contexts clues	1. Domain-specific vocabulary in context: science and technical subjects JBA
Informational texts	1. Analyze the development of informational passages: set 1 CN7 2. Analyze the development of informational passages: set 2 8X8
Workplace documents	• *Coming soon:* Read contracts and legal documents