Questions for "Employability Skills"

1. A person’s ability to set realistic goals for himself is an example of (1 mark)
   a) a Fundamental Skill
   b) a Personal Management Skill
   c) a Teamwork Skill
   d) all of the above

2. “Employability Skills 2000+ are the critical skills you need in the workplace.” The best synonym for the word “critical” in this sentence is (1 mark)
   a) friendly
   b) essential
   c) insulting
   d) unnecessary

3. A person who is “adaptable” would be best described as (1 mark)
   a) easily led
   b) easy to follow
   c) open to change
   d) set in her ways

4. What is the main purpose of this text? (1 mark)
   a) to inform
   b) to persuade
   c) to expose
   d) to describe

5. The title of the chart is Employability Skills 2000+. Suggest ONE reason for the meaning of the “+”. (1 mark)

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   ____________________________________________________________

6. Give TWO examples from the text of positive attitudes and behaviours. (2 marks)

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7. According to the “Personal Management Skills” portion of the chart, it is important to “be socially responsible and contribute to your community.” Give ONE example from your own experience that explains what this means. (1 mark)

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8. In two or three sentences, explain how the Employability Skills introduced in this text are reflected in your own school. (2 marks)

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### Employability Skills 2000+

<table>
<thead>
<tr>
<th><strong>Fundamental Skills</strong></th>
<th><strong>Personal Management Skills</strong></th>
<th><strong>Teamwork Skills</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The skills needed as a base for further development</td>
<td>The personal skills, attitudes, and behaviours that drive one's potential</td>
<td>The skills and attributes needed to contribute productively</td>
</tr>
</tbody>
</table>

You will be better prepared to progress in the world of work when you can:

**Communicate**
- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so that others pay attention and understand
- listen and ask questions to understand and appreciate others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

**Manage Information**
- locate, gather and organize information using appropriate information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

**Use Numbers**
- measure and calculate
- observe and record data using appropriate methods
- make estimates and verify calculations

**Think & Solve Problems**
- assess situations and identify problems
- seek and evaluate different points of view
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate and implement solutions
- check to see if solutions work, and act on opportunities for improvement

You will be able to offer yourself greater possibilities for achievement when you can:

**Demonstrate Positive Attitudes & Behaviours**
- feel good about yourself and be confident
- deal with people, problems, and situations with honesty, integrity, and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative, and effort

**Be Responsible**
- set goals and priorities balancing work and personal life
- plan and manage time, money, and other resources
- assess, weigh, and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

**Be Adaptable**
- work independently or with a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

**Learn Continuously**
- be willing to continuously learn and grow - assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

**Work Safely**
- be aware of, and act in accordance with personal and group health and safety practices and procedures

You will be better prepared to add value to the outcomes of a task, project or team when you can:

**Work with Others**
- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions, and contributions of others
- recognize and respect people's individual differences
- accept and provide feedback in a constructive and considerate manner
- contribute by sharing information and expertise
- lead or support when appropriate
- manage and resolve conflict when appropriate

**Participate in Projects & Tasks**
- plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise, and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve.

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For more information on the Toolkit or how to work with the Conference Board to produce a customized version of it, visit The Conference Board's Website: [www.conferenceboard.ca/nbec](http://www.conferenceboard.ca/nbec)
Sample Reading Task #1: Informational Text
(10 marks; recommended time: 20 minutes)

(i) Read the text entitled "Employability Skills" and answer the questions that follow.

(ii) Write your responses in the space provided after each question, or circle the letter that corresponds with the best answer in the multiple choice questions.

“Employability Skills”

This chart was prepared by the various businesses that make up the Conference Board of Canada. It describes the skills that people need to achieve their goals in the workplace.

Employability Skills 2000+ are the skills, attitudes, and behaviours that you need to participate and progress in today's dynamic world of work. The Conference Board invites and encourages students, teachers, parents, employers, community leaders and governments to use Employability Skills 2000+ as a framework for dialogue and action. Understanding and applying these skills allow you to enter, stay in, and progress in the world of work.

**Apply Your Employability Skills at Work**
Employability Skills 2000+ are the critical skills you need in the workplace whether you are self-employed or working for others. They include communication, problem solving, positive attitudes and behaviours, adaptability, working with others, and science, technology, and mathematics skills.

**Apply Your Employability Skills Elsewhere in Your Life**
Employability Skills 2000+ can also be applied beyond the workplace in your daily and personal activities.

**Develop Your Employability Skills**
You can develop your Employability Skills 2000+ at home, at work and in the community. Family, friends, teachers, neighbours, employers, co-workers, government, business and industry can all play a part in helping you build these skills.