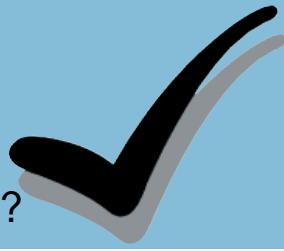


CHECK YOUR Skills

Do you have the skills needed
for the job you want?



I do this well	I'd like to do this better	I don't need to do this
-------------------	----------------------------------	-------------------------------

Reading sentences and paragraphs

Reading instructions and directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading an article and understanding its meaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading job booklets or manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reading and understanding forms and charts

Filling out job applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filling out forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using outlines to make a resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using numbers and math skills

Budgeting and spending money wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making and getting the right change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measuring different amounts for a recipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writing, spelling and typing information

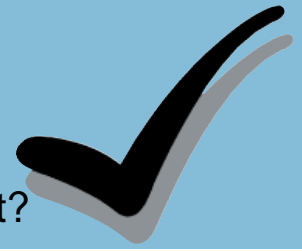
Writing a letter or essay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spelling correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Talking to others and communicating information

Asking a supervisor or teacher for help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telling someone directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking to a group of people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Measuring different amounts for a recipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Working as part of a team

Being a dependable team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offering help to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solving conflicts with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem solving and decision making

Exploring different solutions to a problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Using e-mail, Word and different computer programs

Sending e-mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing and changing a document in Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researching different subjects on the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Learning new skills

Building new skills through training or schooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trying new ways to improve your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting your own goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Improving some of these skills may help you find a job you want!

Literacy Link South Central
1-519-681-7307
1-800-561-6896
www.llsc.on.ca



If you are interested in learning more, give us a call to find out about free programs in your area.

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