

# The Essential Skills

**Essential Skills** are the skills people need for work, learning and life. They provide the foundation for learning all other skills and are the cornerstone of lifelong learning. Through extensive research, the Government of Canada has identified and validated the following nine **Essential Skills**. These skills are used in virtually all occupations and throughout daily life in different forms and at different levels of complexity.



## Reading Text

Reading materials in the form of sentences or paragraphs such as notes, letters, memos, manuals, specifications, books, reports and journals.



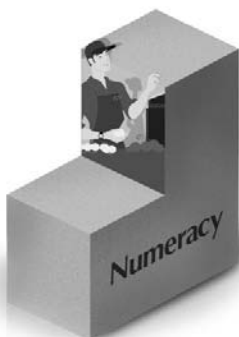
## Document Use

Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar materials.



## Writing

The preparation of written materials for a variety of purposes. Completing such tasks as filling in forms, writing text and using computers to write.



## Numeracy

The ability to understand and use numbers and think in quantitative terms. Using numbers to perform calculating and estimating tasks such as handling cash, budgeting, measuring and analyzing. Numeracy has five sub-categories:

- Money Math
- Scheduling or budgeting and accounting math
- Measurement and calculation math
- Data analysis math
- Numerical estimation



## **Oral Communication**

Using verbal skills to exchange ideas and information with others.



## **Thinking Skills**

### **a) Problem Solving**

The identification and solving of problems

### **b) Decision Making**

Making a choice among options using appropriate information

### **c) Critical Thinking**

The ability to reason, use logic, compare, contrast, analyze and synthesize information

### **d) Job Task Planning and Organizing**

Planning and organizing your own work

### **e) Significant Use of Memory**

Any major or unusual use of memory

### **f) Finding Information**

Using a variety of sources (text, people, computerized databases or information systems).



## **Working with Others**

Completing tasks with partners or in a team.



## **Computer Use**

The use of any type of computerized technology.



## **Continuous Learning**

Participating in an ongoing process of acquiring skills and knowledge. Knowing how to learn, understanding your learning style and knowing how to gain access to a variety of materials, resources and learning opportunities.



***Essential Skills***  
CERTIFICATE OF EXCELLENCE

*This Certificate is awarded to*

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Name

*For outstanding demonstration in*

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***Essential Skill***

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Teacher

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Peer Evaluator

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Date