

# Essential Skills

Reading Document Use Writing Numeracy  
 Oral Communication Thinking Working with Others  
 Computer Use Lifelong Learning

## Essential Skills: for Fun - for Work - for Life

**Reading:** People can read books, pamphlets, information sheets, newspapers, and other documents.



**Oral Communication:** People can talk to others - to give or obtain information or directions, and to share stories.



**Document Use:** People can understand and use documents that have text, graphs, symbols, numbers and colours.



**Thinking:** People can solve problems, make decisions, plan and organize tasks, use memory, and find information.



**Writing:** People can fill out forms or a cheque. They can write things like a letter, a list, a recipe, a story, or an email.



**Working with Others:** People can cooperate with others to carry out tasks and work as part of a team.



**Numeracy:** People can use and understand numbers and money. They can measure weight, volume, and size.



**Computer Use:** People can use computers and software, and get information from the Internet.



**Lifelong Learning:** People learn and use new skills and knowledge throughout their lives. They look for new challenges and experiences. They share their skills and knowledge with others.



# Workplace - Essential Skills

Frank and Sara live in a northern community. Their family includes Grandma Rose and three children: Robert, 10, Tracy, 7, and Maggie, 2. Sara works at the band office. Frank drives the town's water truck and builds houses.

<b>Reading</b>	<ul style="list-style-type: none"><li>▪ Sara reads emails, letters, and reports for her job at the band office.</li><li>▪ Frank and Sara read work-related safety policies.</li></ul>
<b>Document Use</b>	<ul style="list-style-type: none"><li>▪ Sara uses a manual to solve a computer software problem.</li><li>▪ Frank uses a map and schedule to plan water delivery.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>▪ Sara writes the minutes for each band council meeting.</li><li>▪ Frank keeps a record of how much water he delivers.</li></ul>
<b>Numeracy</b>	<ul style="list-style-type: none"><li>▪ Sara does the band council payroll and writes cheques to pay for expenses.</li><li>▪ Frank measures and cuts wood according to building plans.</li></ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"><li>▪ Sara speaks to people when they call the band office.</li><li>▪ Frank helps deliver a workshop for volunteer firefighters.</li></ul>
<b>Thinking</b>	<ul style="list-style-type: none"><li>▪ Sara organizes information for band council meetings.</li><li>▪ Frank plans ahead to make sure he has all the building materials he needs.</li></ul>
<b>Working with Others</b>	<ul style="list-style-type: none"><li>▪ Sara represents the band council on a community interagency committee.</li><li>▪ Frank meets with people regularly as he builds their houses.</li></ul>
<b>Computer Use</b>	<ul style="list-style-type: none"><li>▪ Sara uses a computer accounting program to do the band council payroll and to keep the books.</li><li>▪ Frank uses the Internet to order building materials.</li></ul>
<b>Lifelong Learning</b>	<ul style="list-style-type: none"><li>▪ Frank looks on the Internet to learn how to lay ceramic tile.</li><li>▪ Sara takes a college course to learn a new computer accounting program.</li></ul>