In today’s competitive environment, employers need people who can

► communicate: ▪ orally and in writing ▪ read and understand instructions ▪ listen well

► think: ▪ solve problems ▪ analyze issues ▪ use technology ▪ apply skills

*These are your Fundamental Skills.*

Check the most appropriate answer:

|  |  |
| --- | --- |
| 1. Can you understand and speak English and/or French?   a) English \_\_\_\_\_  b) French \_\_\_\_\_  c) Both \_\_\_\_ | 1. Do you like making decisions?   a) Most of the time \_\_\_\_\_  b) Sometimes \_\_\_\_\_  c) I find it difficult \_\_\_\_\_ |
| 1. Have you been told that you are a good listener?   a) Sometimes \_\_\_\_\_  b) Never \_\_\_\_\_  c) Often \_\_\_\_\_ | 1. Do people come to you to help them solve problems at school and/or at home?   a) Never \_\_\_\_\_  b) All the time \_\_\_\_\_  c) Sometimes \_\_\_\_\_ |
| 1. Do you enjoy reading?   a) I read when I have to \_\_\_\_\_  b) I love reading \_\_\_\_\_  c) I don’t like reading \_\_\_\_\_ | 1. Can you solve problems that require basic math skills (e.g., balancing a cheque book, making change, working with measurements)?   a) No problem \_\_\_\_\_  b) Math scares me \_\_\_\_\_  c) I can with effort \_\_\_\_\_ |
| 1. Can you read, understand, and use written material (for example, reading a map, or following a recipe or a set of instructions to assemble something)?   a) Yes \_\_\_\_\_  b) No \_\_\_\_\_  c) It depends \_\_\_\_\_ | 1. Can you use technology like computers or fax machines?   a) I’m trying to learn \_\_\_\_\_  b) Never used \_\_\_\_\_  c) I use them all the time \_\_\_\_\_ |
| 1. Do you write well in English and/or French (for example, letters to friends, memos, instructions, or lists)?   a) It depends \_\_\_\_\_  b) Writing is a challenge \_\_\_\_\_  c) Yes, always \_\_\_\_\_ | 1. Do you have a special knowledge or skill that may help you with a future career?   a) Training in music, athletics,  or some other field \_\_\_\_\_  b) Computer skills \_\_\_\_\_  c) No special knowledge or skill \_\_\_\_\_ |