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 computersor 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 \_\_\_\_\_ |