














# My Essential Skills – Answer Key

*I am someone who ...*

 <p>Loves all kinds of reading materials ... magazines, novels, newspapers ...anything!</p> <p><b>READING TEXT</b></p>	 <p>Keeps a journal or likes to write stories or poems.</p> <p><b>WRITING</b></p>	 <p>Is good at filling in forms; likes working with charts.</p> <p><b>DOCUMENT USE</b></p>
 <p>Spends a lot of time using computers and improving my computer skills.</p> <p><b>COMPUTER USE</b></p>	 <p>Can calculate GST and PST on anything!</p> <p><b>MONEY MATH</b></p>	 <p>Is great at planning a party and keeping on budget.</p> <p><b>SCHEDULING OR BUDGETING AND ACCOUNTING</b></p>
 <p>Likes cooking and measures out all the ingredients.</p> <p><b>MEASUREMENT AND CALCULATION</b></p>	<p><b>You use your Essential Skills everyday!</b></p>	 <p>Is good at estimating how long a trip will take or estimating the number of jelly beans in a jar.</p> <p><b>NUMERICAL ESTIMATION</b></p>
 <p>Likes to talk a lot and enjoys presenting ideas to others.</p> <p><b>ORAL COMMUNICATION</b></p>		 <p>Likes to plan my day and organize events.</p> <p><b>JOB TASK PLANNING AND ORGANIZING</b></p>
 <p>Likes to listen to problems and find appropriate solutions ... a regular Dr. Phil!</p> <p><b>PROBLEM SOLVING</b></p>	 <p>Is great at finding information in any kind of book, manual or on the Internet.</p> <p><b>FINDING INFORMATION</b></p>	 <p>Likes to track the stats of my favourite sports team.</p> <p><b>DATA ANALYSIS</b></p>