Chapter 5

Speaking

Speaking Practice

Access the information you will need for this task at:

<http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>

Read the information and make notes in the table below. You will use the information to give a short presentation to a group or your instructor.

|  |  |
| --- | --- |
| **What is the name of the document and what is it about?** |  |
| **What are the**  **Employability Skills**  **2000+?** |  |

**Skills Two examples**

**What fundamental skills are listed?**

**Skills Two examples**

**What personal**

**management skills are listed?**

**Skills Two examples**

**What teamwork skills are listed?**