Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Speaking**

**Speaking Practice**

Complete the following:

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

to access the information you will require for this task.

b) 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 Employability Skills  2000+? |  | |
| What fundamental skills are  listed? | Skills | Two examples |
|  |  |
| What personal management skills  are listed? | Skills | Two examples |
|  |  |
| What teamwork skills are listed? | Skills | Two examples |
|  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



Chapter 5 © Bow Valley College