

Exploring *Essential Skills*

What are the **Essential Skills** in the workplace? Are these different from the skills used in school courses? Are they different from the things I know how to do around home or when I am out with my friends?

This Web-quest will introduce you to the Human Resources and Social Development Canada (HRSDC) website and the **Essential Skills**.

Part A Webquest 1

“Google” **Essential Skills**. Click on the link to the website.

Click on the link for “Understanding **Essential Skills**”. Use the information on this page to answer questions 1 – 4.

1. What is the definition of **Essential Skills**?

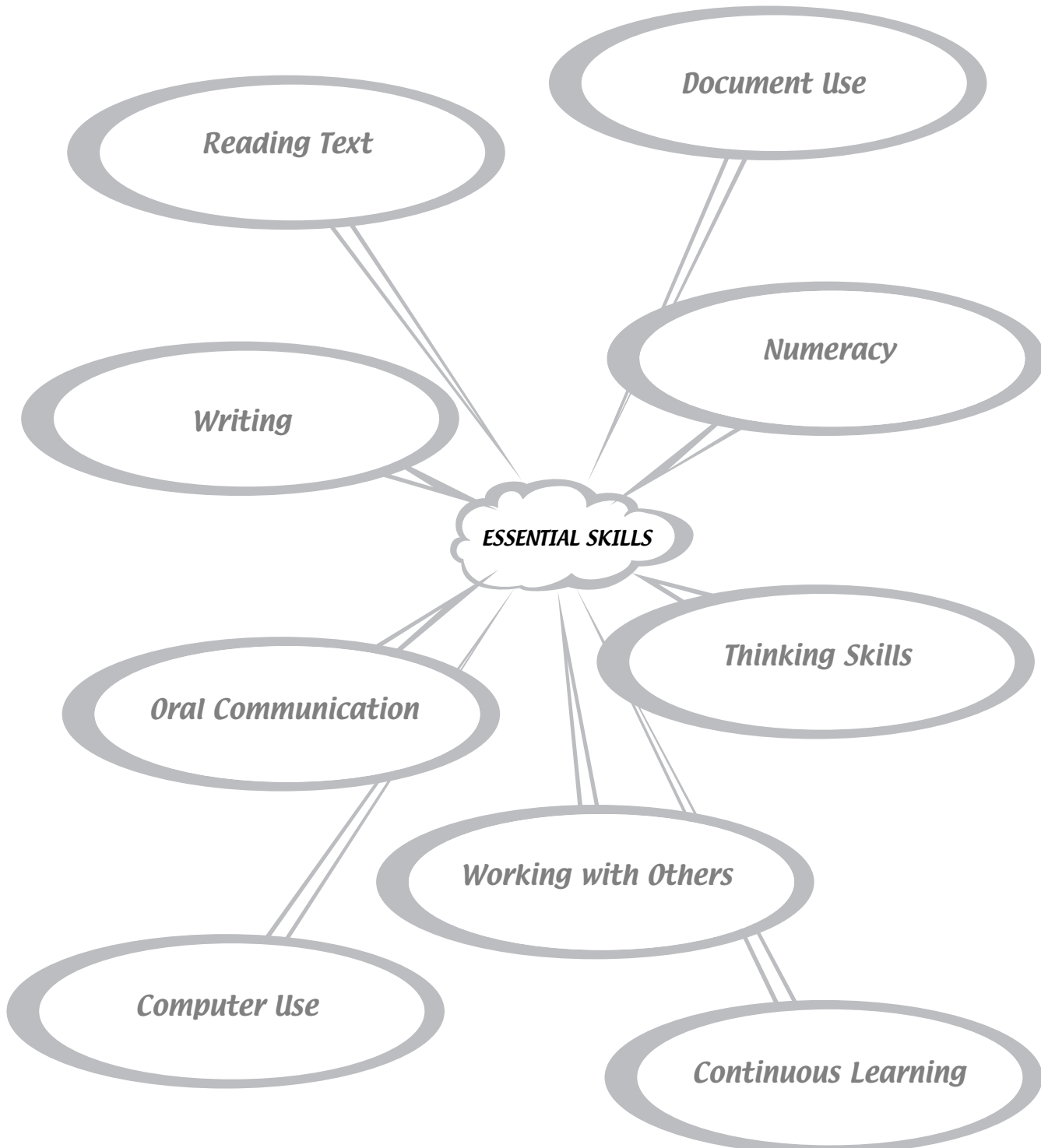
2. How were these skills identified?

3. How many **Essential Skills** are there? _____

4. Why is it important to know about these skills?

Now, by clicking on each of the skills in the list, and by clicking on The Equalizer, you can learn a bit about each of the skills. You do not need to choose an occupation in order to learn about the skills, but you might want to!! Just click on the button below each **Essential Skill** name to see the definition of that skill. The Equalizer can give you more detailed information than what is shown if you click on the skill name on the first page. Use this information to answer questions.

5. Put the information you find on a “mind map”. A blank sample is here.



Part B: Webquest 2

There is a lot you can learn on this website!

“Google” *Essential Skills*. Click on the link to the website.

Step 1. Click on “How Can I Use this Site”. Then click on “Student”.

Use the information to answer questions 1 – 5.

1. What 3 areas of the site can you learn about?

Look at the section titled “Ideas for Using the Occupational Profiles.”

2. What questions can this part of the website help you answer?

You may want to explore these links sometime!!

3. Where can you go for help with personal career planning?

Step 2

Return to the “I Am a Student” page (You can click on the “Back” arrow at the top left corner of the screen.)

Step 3

Find the bold text: “Find out how skills you are learning are used in the world of work.”

Step 4

Click on “Skills.”

Step 5

Select the box for “Reading Text” and click on “Next”.

Step 6.

Select complexity level 1, then scroll to the bottom of the page and click on “Next.”

Step 7

Scroll down the list of occupations and select one that interests you and then click on “View examples.”

Use the **Web Quest 2**, Part B Record Sheet for Steps 8 -11.

Step 8

Enter the name of the occupation.

Step 9

Select 2 tasks associated with reading text that you would do in the occupation. Enter these into the Record Sheet.

Step 10

Think of 2 reading text tasks that you do now in your daily life. Enter these into the Record Sheet.

Step 11

Repeat steps 5 - 10 for each of the **Essential Skills**. Include the 6 subsections under Thinking Skills. You will need to click “Back” 3 times to return to the list of skills.

Part B Record Sheet		Occupation: _____	
Essential Skill	Tasks Related to occupation (2)	Using this skill in my own life (2)	
Reading Text	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	
Document Use	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	
Writing	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	
Numeracy	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	
Oral Communication	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • • 	

Part B Record Sheet		
Occupation: _____		
<i>Essential Skill</i>	Tasks Related to occupation (2)	Using this skill in my own life (2)
Thinking Skills a) Problem Solving	• •	• •
b) Decision Making	•	•
c) Critical Thinking	•	•
d) Job Task Planning and Organizing	•	•
e) Significant Use of Memory	•	•
f) Finding Information	•	•

Part B Record Sheet		Occupation: _____
<i>Essential Skill</i>	Tasks Related to occupation (2)	Using this skill in my own life (2)
Working with Others	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
Computer Use	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
Continuous Learning	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •

Part C: *Essential Skills* are Everywhere

Section 1: Find or make an icon!

In the boxes below, draw a symbol / simple picture, or cut and paste an image out of a magazine that represents each of the nine *Essential Skills*.

Reading Text

Writing

Thinking Skills

Computer Use

Continuous Learning

Document Use

Working With Others

Numeracy

Oral Communication


Section 2: My Essential Skills

Show Me!

Everybody has strengths in the *Essential Skills*.

1. Cut out the 9 *Essential Skill* blocks and place them on your desk.
2. Place them in order from your strongest skill to your least developed skill.
3. Paste them onto the chart paper provided or divide a piece of chart paper into 10 columns and 5 rows, like the sample below.

Sample Chart Layout

									
	STRONGEST <i>Essential Skill</i>					LEAST DEVELOPED <i>Essential Skill</i>			
Sorted List of <i>Essential Skills</i>									
Where I Use It									
How I Can Improve My Skills									
Goal Setting Date									

Show Me! (cont'd.)

4. Where do you use the **Essential Skills**? In the third row of your chart, under each **Essential Skill** write down where you use it. Use a coloured marker provided. Here are some ideas to choose from.

Schoolwork

With Friends

With Family

At Work

Volunteering

Hobbies

Sports

At Your Place of Worship

5. Using a different coloured marker, in Row 4 write down activities you can do to improve upon your **Essential Skills**. Here are some ideas to choose from. You can cut these out and paste them on as well as coming up with at least 3 of your own ideas!

Essential Skill	#1	#2	#3	#4
Reading Text	Read magazines	Read novels	Read newspapers	Read on the Internet
Writing	Write letters to relatives	Write lists of things to do	Keep a diary	Email friends and family
Document Use	Fill out job applications	Follow and complete installation instructions for Xbox live	Use map and provide directions on next trip	Help parents with repairs and household stuff! (Use instructions to help assemble IKEA furniture!)
Numeracy	Brainteaser Games – Internet	Play Card Games	Volunteer (handling cash)	Personal Budget
Computer Use	Type all your assignments and	Send email letters	Create a personal webpage	Help parents (e.g. look up recipes notes on Internet)

Show Me! (cont'd.)

Essential Skill	#1	#2	#3	#4
Continuous Learning	Go to a Library	Go to a Museum	Go on a Nature Hike	Take a Hobby
Thinking Skills	Plan A Party	Plan A Trip	Research a New Purchase	Choose a New Hobby
Working With Others	Join a Sports Team	Join a Club at School	Volunteer	Help with Chores at Home
Oral Communication	Volunteer in Classroom Discussions	Baby-sit	Teach Someone Something (e.g. how to skateboard)	Get a Job

6. Read your chart and circle the TOP 3 activities from Row 4 that you will do in the next 6 months. These are your goals.
7. In Row 5, put a date beside each showing when you have finished this. (e.g., end of March).
8. Hand in your chart to your teacher.

9 *Essential Skill* Blocks



Reading Text



Writing



Thinking Skills



Computer Use



Continuous Learning



Document Use



Working with Others



Numeracy



Oral Communication

Part D: Essential Skills Profiles

In this task, you will be using an **Essential Skills** profile from the HRSDC website:
http://srv600.hrdc-drhc.gc.ca/esrp/english/general/home_e.shtml

Step 1. Go to the website.

Step 2. On the left side of the screen, click on: “**Essential Skills** Profiles”.

Step 3. Use the information to complete the following 2 sections.

Section 1: Answer the questions in the spaces provided.

1. What do the **Essential Skills** Profiles describe?

2. How many profiles are there? _____

3. What does each of the profiles include?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

4. What are the links you can follow from this page?

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

Section 2: Occupational Profile

Find an Occupational Profile that is of interest to you. (Now is a good time to complete the Career Cruising Assignment located on page 59 if you have not already done so and if you are not sure what kind of job you are best suited for.)

Go to the **Essential Skills** Website.

Step 1. Click on “Search the Profiles”

Step 2. Click on “Occupations”

Step 3. Select the occupational profile of interest to you.

Step 4. Use the information to answer the questions.

1. What is the NOC Code for that occupation? _____
2. What are the most important **Essential Skills** required for that occupation?
 - _____
 - _____
 - _____
3. Find 2 examples of tasks associated with each of the most important **Essential Skills**. Choose tasks that you think would be really important to be successful in that occupation.

Essential Skill # 1 _____

Task # 1

Task # 2

Essential Skill # 2 _____

Task # 1

Task # 2

Essential Skill # 3 _____

Task # 1

Task # 2

4. What are some interesting facts under “Other Information” about this occupation?

Part D: Match Me!

Match the following jobs to the activities.

JOB	TASK
Amusement Attraction Workers	Read signs indicating parts of the building which are off limits to inmates.
Babysitter	Listen to and/or leave messages.
Carpenter	Decide how to handle unruly passengers. They may decide to stop serving alcohol to passengers who have had too much to drink.
Cook	Read street signs and signs posted on homes or businesses when delivering mail.
Correctional Officer	May try to persuade customers to participate in games of chance.
Dispatcher or Radio Operator	Estimate whether a wall is straight by eyeballing it.
Golf Course Manager	Write plant identification tags.
Flight Attendants	May announce the marine broadcast <i>Notices to Shipping</i> over the radio. (every two hours)
Weavers/Knitters	Talk to other drivers to pass along information about road conditions.
Office Clerk	May write notes to parents requesting special clothing or supplies.
Letter Carrier	May search on the Internet for specialty recipes.
Nursery or Greenhouse Worker	Decide when the course should be opened and closed.
Sales Rep	Complete drivers' logs, stating date, destination, and driving and resting periods.
Pet Groomers	Assess a problem with the rear lights on a camper going on and off. They conduct tests to find and fix the problem within minutes.
Recreation Vehicle Service Technician	May read labels on fabrics and yarns to identify the blend of fibres, care instructions and tension requirements.
Taxi Cab Drivers	Speak to animals to put them at ease.
Truck Driver	Promote their products directly to customers.

Match Me! Answer Key

Match the following jobs to the activities.

JOB	TASK
Amusement Attraction Workers	Read signs indicating parts of the building which are off limits to inmates.
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Part E: Name That Skill

Now it is time to see if you can recognize what skill is being used when you complete certain tasks. At the end of each Assignment in this resource binder, you will be asked to check off which **Essential Skills** you practised.

Match the following tasks to the **Essential Skills** by circling the most correct answer.

- Write notes to foreman about missing or damaged materials.



Reading Text



Oral Communication



Numeracy

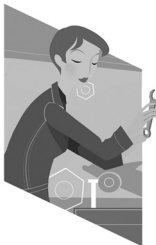


Writing

- Reads label on bag of cement to find out how to mix it and use it.



Thinking Skills



Continuous Learning



Reading Text



Computer Use

- Listen to and/or leave messages.



Oral Communication



Reading Text



Thinking Skills



Document Use

4. Decide whether to proceed with scheduled task; for example, may decide the job site is unsafe for using a bulldozer because of the week of heavy rain which has softened the ground.



Oral Communication



Thinking Skills



Working with Others



Computer Use

5. Read street signs and lot numbers to identify location of job for the day.



Numeracy



Reading Text



Continuous Learning



Document Use

6. Call office to request more supplies be sent to job site.



Thinking Skills



Oral Communication



Working with Others



Reading Text

7. Estimate whether a wall is straight by eyeballing it.



Numeracy



Thinking Skills



Reading Text



Document Use

8. Write list of materials needed from hardware store.



Document Use



Writing



Numeracy



Thinking Skills

9. Search Internet for additional warranty information about shingles.



Document Use



Computer Use



Thinking Skills



Reading Text

10. Decide the best location for vents in a new roof.



Reading Text



Thinking Skills



Computer Use



Working with Others

11. Complete daily timesheet.



Thinking Skills



Computer Use



Document Use



Continuous Learning

12. Assess a problem with the power supply to a job site. Conduct tests to find and fix the problem within minutes.



Computer Use



Thinking Skills



Oral Communication



Numeracy

13. Keep in touch with various work crews by walkie-talkie.



Reading Text



Numeracy



Writing



Oral Communication

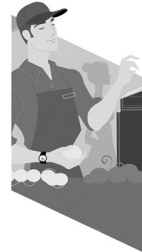
14. Read a WHMIS label on insulation.



Document Use



Writing



Numeracy



Reading Text

15. Speak to new labourer on site to give instructions.



Thinking Skills



Writing

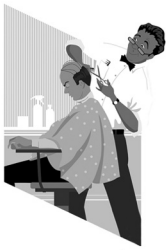


Computer Use

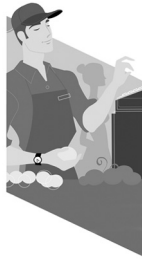


Oral Communication

16. Measure and stake out where a new house is to be built on a lot.



Working with Others



Numeracy



Thinking Skills



Reading Text

17. Use hand signals to direct driver of front-end loader on job site who is excavating a basement.



Working with Others



Oral Communication



Document Use



Thinking Skills

18. Read a trade flyer about a new product to know what it is used for.



Continuous Learning



Oral Communication



Document Use



Thinking Skills

19. Plan the best order to walk through the large hardware store when purchasing a long list of items needed on the job site. For example, get all the electrical supplies, then all the plumbing supplies.



Thinking Skills



Writing



Numeracy



Reading Text

20. Use the manual to learn how to operate a new piece of equipment.



Document Use



Writing



Numeracy



Continuous Learning

The *Assignments* you will be doing have tasks that use more than one **Essential Skill** at a time. What are the **Essential Skills** used in the following situations?

1. Juan and Jim arrive at the jobsite on Monday morning and find that over the weekend a storm has damaged some of the previous week's work. They decide that they must clean up the site, make a list of the materials (type and amount) they will need to replace, and phone the site supervisor to request the materials that they need. They will give a copy of the tally sheet they have made to him when he arrives so that he has it for his records.

_____	_____
_____	_____

2. Mario is going to be using a new piece of machinery. He is given a copy of the manual and must read it over the weekend so that he is ready to start on Monday morning. He takes some notes of the most important points, which he plans to stick in his pocket to help him for the first few days. There is a use and maintenance log that he must fill in each day, noting the fuel used, the number of hours the machine is running, and the times he adds oil.

_____	_____
_____	_____
_____	_____

Answer Sheet for Part E

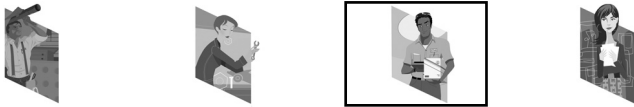
Match the following tasks to the **Essential Skills** by circling the most correct answer!

1. May write notes to foreman about missing or damaged materials.



Writing

2. Reads label on bag of cement to find out how to mix it and use it.



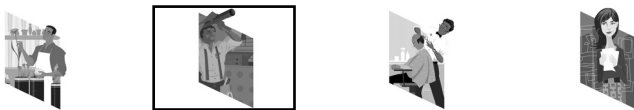
Reading Text

3. Listen to and/or leave messages.



Oral Communication

4. Decide whether to proceed with scheduled task; for example, may decide the job site is unsafe for using a bulldozer because of the week of heavy rain which has softened the ground.



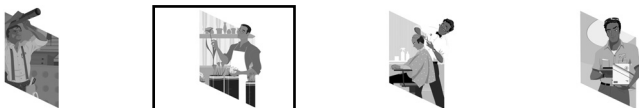
Thinking Skills

5. Read street signs and lot numbers to identify location of job for the day.



Document Use

6. May call to office to request more supplies to be sent to job site.



Oral Communication

7. Estimate whether a wall is straight by eyeballing it.



Numeracy

8. Write list of materials needed from hardware store.



Writing

9. May search in Internet for additional warranty information about shingles.



Computer Use

10. Decide the best location for vents in a new roof.



Thinking Skills

11. Complete daily timesheet.



Document Use

12. Assess a problem with the rear lights on a camper going on and off.
They conduct tests to find and fix the problem within minutes.



Thinking Skills

13. Keep in touch with various work crews by walkie-talkie.



Oral Communication

14. Read a WHMIS label on insulation.



Document Use

15. Speak to new labourer on site to give him instructions.



Oral Communication

16. Measure and stake out where a new house is to be built on a lot.



Numeracy

17. Use hand signals to direct driver of front-end loader on job site who is excavating a basement.



Working with Others

18. Read a trade flyer about a new product to know what it is used for.



Continuous Learning

19. Plan the best order to walk through the large hardware store when purchasing a long list of items needed on the job site. For example, get all the electrical supplies, then all the plumbing supplies.



Thinking Skills

20. Use the manual to learn how to operate a new piece of equipment.



Continuous Learning

1. Document use (making a tally sheet)

Writing (writing the list)

Numeracy (counting the materials needed)

Oral Communication (phone call)

Thinking Skills (finding information, problem solving)

Working with Others

2. Reading Text (manual)

Document Use (daily log)

Writing (notes and log)

Numeracy (hours, fuel consumption)

Thinking Skills (problem solving, significant use of memory, finding information)

Continuous Learning

