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
	- Crumo	- Wo Grampios