

## 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