

# Essential Skills

Reading Document Use Writing Numeracy  
 Oral Communication Thinking Working with Others  
 Computer Use Lifelong Learning

## Essential Skills: for Fun - for Work - for Life

**Reading:** People can read books, pamphlets, information sheets, newspapers, and other documents.



**Oral Communication:** People can talk to others - to give or obtain information or directions, and to share stories.



**Document Use:** People can understand and use documents that have text, graphs, symbols, numbers and colours.



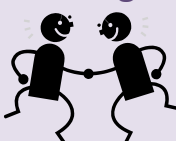
**Thinking:** People can solve problems, make decisions, plan and organize tasks, use memory, and find information.



**Writing:** People can fill out forms or a cheque. They can write things like a letter, a list, a recipe, a story, or an email.



**Working with Others:** People can cooperate with others to carry out tasks and work as part of a team.



**Numeracy:** People can use and understand numbers and money. They can measure weight, volume, and size.



**Computer Use:** People can use computers and software, and get information from the Internet.



**Lifelong Learning:** People learn and use new skills and knowledge throughout their life. They look for new challenges and experiences. They share their skills and knowledge with others.



# Community - Essential Skills

Frank and Sara live in a northern community. Their family includes Grandma Rose and three children: Robert, 10, Tracy, 7, and Maggie, 2. Sara works at the band office. Frank drives the town's water truck and builds houses.

<b>Reading</b>	<ul style="list-style-type: none"><li>▪ Frank, Sara, and Grandma Rose read the local newspaper.</li><li>▪ Tracy and Robert read posters at the arena.</li></ul>
<b>Document Use</b>	<ul style="list-style-type: none"><li>▪ Sara fills out a form to apply for a daycare space for Maggie.</li><li>▪ Sara and Frank vote at the band council election.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>▪ Grandma Rose writes out recipes for her cooking classes.</li><li>▪ Sara writes to the school board about a new daycare centre at the high school.</li></ul>
<b>Numeracy</b>	<ul style="list-style-type: none"><li>▪ Grandma Rose weighs potatoes and apples at the food bank. She counts the number of people that visit the food bank.</li><li>▪ Sara does the budget for the daycare board every year.</li></ul>
<b>Oral Communication</b>	<ul style="list-style-type: none"><li>▪ Sara and Frank ask questions at a community meeting.</li><li>▪ Grandma Rose tells stories once a week at the daycare.</li></ul>
<b>Thinking</b>	<ul style="list-style-type: none"><li>▪ Sara and Frank think about who to vote for.</li><li>▪ Tracy and Robert plan some kids' activities for the BBQ.</li></ul>
<b>Working with Others</b>	<ul style="list-style-type: none"><li>▪ The whole family helps organize a neighbourhood BBQ.</li><li>▪ Frank helps some hunters butcher caribou meat and take it to the Elders.</li></ul>
<b>Computer Use</b>	<ul style="list-style-type: none"><li>▪ Sara makes a poster for a meeting about the new daycare at the high school.</li><li>▪ Robert goes online to find new ideas for kids' activities.</li></ul>
<b>Lifelong Learning</b>	<ul style="list-style-type: none"><li>▪ Frank attends a workshop for volunteer firefighters.</li><li>▪ Grandma Rose gives cooking lessons once a month for people who come to the food bank.</li></ul>