

Personal Skills

Directions:

1. Using your *Student Notes*, review the employability skills, also known as transferrable skills, mentioned in the presentation.
2. On a sheet of paper, list the characteristics you feel you currently possess as well as the skills you would like to master in the future. You may conduct additional research using the Internet or library.
3. Write a two-page paper detailing your findings. Your paper should answer the following questions:
 - How do each of the skills you listed relate to your school success?
 - How do those skills impact your future success in the workplace?
 - How do you use these skills at home?
 - How do you use these skills in any extracurricular activities or clubs you are involved in?
 - What are your strategies for acquiring the skills you would like to master?
4. Remember to attach a citation sheet for all additional sources used.
5. With a partner, discuss your findings before turning in your work.