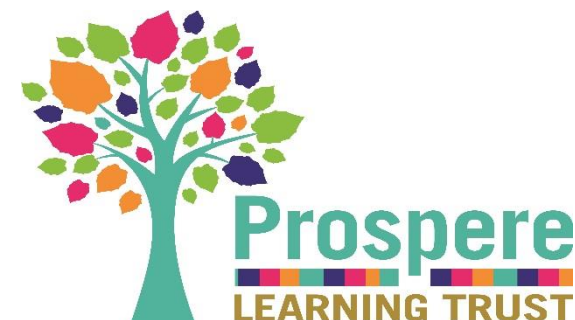


Work Skills



The areas of development are:	Solutions
<u>Work Skills</u>	
<ul style="list-style-type: none"> Identifying key pieces of information in a work-related text (READING SKILL) 	<ul style="list-style-type: none"> Reading worksheet
<ul style="list-style-type: none"> Using comprehension skills to confidently read and understand texts about work and career-related texts (READING SKILL) 	<ul style="list-style-type: none"> Comprehension worksheet
<ul style="list-style-type: none"> Researching different businesses, careers and roles in the workplace independently, checking sources carefully (READING SKILL) 	<ul style="list-style-type: none"> Research skills worksheet
<ul style="list-style-type: none"> Varying vocabulary when talking and writing about work and career-related scenarios (WRITING SKILL) 	<ul style="list-style-type: none"> Developing vocabulary worksheet
<ul style="list-style-type: none"> Writing about work and career-related scenarios accurately and with confidence (WRITING SKILL) 	<ul style="list-style-type: none"> Accuracy in writing worksheet
<ul style="list-style-type: none"> Listening to information about different businesses, careers and roles in the workplace, following instructions first time (LISTENING SKILL) 	<ul style="list-style-type: none"> Watch the series Stacey Dooley: The 9 to 5 on BBC iPlayer and observe how the participants learn how to listen and follow instructions
<ul style="list-style-type: none"> Talking through ideas and information with confidence informally and formally (SPEAKING SKILL) 	<ul style="list-style-type: none"> Take the lead when you are visiting places or looking for information, and practise speaking in these situations using full sentences and positive body language
<ul style="list-style-type: none"> Working as a member of a team, offering ideas and contributions and taking a leadership role when appropriate (TEAMWORK SKILL) 	<ul style="list-style-type: none"> Take the lead when you are in groups, offering ideas and contributions when making decisions, and ensuring others are heard

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