
















Essential Skills Reference Sheet

OSP Icon	Essential Skill	Sample Tasks
	<p>Reading Text</p> <p>Reading materials in the form of sentences or paragraphs such as notes, letters, memos, manuals, specifications, books, reports and journals.</p>	<ul style="list-style-type: none"> • Read captions under a picture. • Read magazines, comics, chapter books... anything! • Read a movie review to decide if you want to go and see it.
	<p>Writing</p> <p>The preparation of written materials for a variety of purposes. Completing such tasks as filling in forms, writing text and using computers to write.</p>	<ul style="list-style-type: none"> • Write short reminder notes in an agenda or daily planner. • Write entries in a diary. • Write a short story. • Write a book report.
	<p>Document Use</p> <p>Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar material.</p>	<ul style="list-style-type: none"> • Read signs in the community. • Use an agenda to record due dates for assignments. • Check the sports scores in the newspaper to identify which teams won last night. • Use maps and graphs in a project.
	<p>Computer Use</p> <p>The use of any type of computerized technology.</p>	<ul style="list-style-type: none"> • Login and use a mouse on a computer. • Use computers at home and in class. • Explore new technology at home or in class. • Send and receive e-mail messages.
	<p>Oral Communication</p> <p>Using verbal skills to exchange ideas and information with others.</p>	<ul style="list-style-type: none"> • Ask a friend or adult for something I need. • Answer questions in class and give presentations. • Order food in a restaurant.

Numeracy

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	<i>Money Math</i> The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments.	<ul style="list-style-type: none"> • Know the names of coins and their monetary value. • Add coins and bills. • Calculate how much money the class raised in a fundraiser.
	<i>Scheduling or Budgeting and Accounting</i> Planning for the best use of time and money, as well as monitoring the use of time and money.	<ul style="list-style-type: none"> • Read the class schedule and plan time to study for a quiz. • Schedule time to complete homework and other activities like hockey practice or music lessons after school. • Look for the best deal when buying something to keep on budget.
	<i>Measurement and Calculation</i> The measurement and calculation of quantities, areas, volumes, and/or distances.	<ul style="list-style-type: none"> • Determine how many plates and cups are needed to set a table for the family. • Help measure ingredients to make a simple meal. • Weigh yourself to make sure you are within a healthy range for your height. • Figure out how many cupcakes are needed for a sports team fundraiser.
	<i>Data Analysis</i> The collection and analysis of data in numerical form.	<ul style="list-style-type: none"> • Compare marks on two assignments to determine whether skills are improving. • Compare two foods to determine which one is the healthier choice. • Calculate course grades by averaging marks received on assignments. • Predict which sports team will win using game statistics over a period of time.
	<i>Numerical Estimation</i> The production of estimates in numerical terms.	<ul style="list-style-type: none"> • Guess how many scoopfuls of sand are needed to fill a pail. • Estimate the time it will take to read a book or complete an assignment. • Track the wins and losses of a favourite sports team.

Thinking Skills

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	<i>Job Task Planning and Organizing</i> Planning and organizing your own work.	<ul style="list-style-type: none"> • Pack your backpack with the things needed for school. • Help organize events like school bake sales or parties.
	<i>Decision Making</i> Making a choice among options using appropriate information.	<ul style="list-style-type: none"> • Make choices about what clothing to wear based on the weather forecast. • Select the materials or equipment needed to complete a craft project or play a sport. • Select the assignment to work on first using due dates and the relative difficulty of each assignment. • Look at all options before making a decision.
	<i>Problem Solving</i> The identification and solving of problems.	<ul style="list-style-type: none"> • Complete puzzles. • Solve riddles. • Ask others to join the team when there is not enough people to play the game.
	<i>Finding Information</i> The use of a variety of sources, including written text, people, computerized databases, and information systems.	<ul style="list-style-type: none"> • Find the washroom or drinking fountain by asking an adult for help. • Find information about a favourite music star. • Find out when the project is due by asking the teacher or another student.
	<i>Critical Thinking</i> Making judgments by using criteria to evaluate ideas and information and the related consequences.	<ul style="list-style-type: none"> • Judge the suitability of art supplies to complete a project. • Judge the suitability and reliability of using different websites for a project. • Use rubrics provided by the teacher to decide if an assignment is ready to hand in.