

Check Your Skills

Write the letter of the correct description next to the number for each skill. Answer the questions about each skill as you work.

1. Time Management

A. Knowing how to write and speak ideas and thoughts clearly and effectively: Can others understand your writing? ___ Do you know how to get your point across? ___ Do you do well on discussion questions and papers? ___

2. Creativity

B. Knowing how to work, communicate and complete tasks with other people in a cooperative manner such as group projects, team goals, etc. When you work on a group project can you compromise and listen to others? ___

3. Working with Technology

C. Knowing how to use computers, copiers, scanners and other technology sources effectively to do research, write papers, and create documents. What ways do you use the computer? _____

4. Organization

D. Knowing how to file, place, prioritize, and order information, papers, projects, tasks, etc. in a clear way to locate information easily and keep track of things. Do you often lose your papers? ___ Do you use a notebook to write down assignments? ___ Do you have an organized area at home to do your homework in? ___

5. Communication

E. Being able to develop and express your ideas and thoughts through art, music, poetry, prose, etc. in a different and unique way. Can you think of ways to express yourself on your own? ___ List any talents you have: _____

6. Working with Others

F. Being able to turn assignments and projects in on time, being early or on time to class, practices, and other events. Knowing how to organize your schedule to fit all of your school work and activities in. Do you turn work in on time? _____