

Definition matching cards: job skills and attributes

Name _____ Date _____

communication skills	being able to speak or write in the right way for the audience
teamwork; team player	contributing practically to the success of the group
leadership qualities	motivating and encouraging others while running a team or project
work on own initiative	setting and achieving goals without having to ask others for help or permission
caring	thinking about how someone else may need help or how they may feel, and not doing or saying things that will not cause them offence or upset them
qualified	passed exams relevant to the job
friendly	smiling, welcoming and taking an interest in others without being too loud
problem solver	thinking things through in a logical or creative way to work out the most important problems
punctual	arrives on time, all the time
experienced	has done this kind of work before
organised	works in an orderly, logical fashion and knows how to find the required papers or information
proactive	seeing problems and the opportunities to solve them and making appropriate decisions
flexible	able to change and adapt to new situations
commitment	energy and staying power when carrying out tasks completely
interpersonal skills	relating well to others and building up good working relationships
self-motivated	natural enthusiasm to work well simply for the sake of doing of a good job
numerate	understanding and using mathematical information such as spreadsheets, statistics and graphs
reliable	people know you will not let them down
literate	able to read, and to write using correct grammar and punctuation, to choose the right words with the right spelling

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Teaching notes:

Best laminated and cut into cards. Learners to work in pairs or threes to match the cards. Pages 2-3 are a duplication of page 1 but in a larger font. Can be used alone or in conjunction with the **My skills matching matrix** and the model **Childcare job skills description** resources (both available on www.skillsworkshop.org).

I put this together when I found so many of my learners trying to hone their employability skills did not know what a lot of the words on job descriptions meant.

The two linked resources, that also help students get to grips with the keywords used in job descriptions and person specifications, are described below.

Childcare sample job skills & CV is an exemplar job description for childcare position and an applicant's CV. Items can be taken from that and the teacher can model how to put them into the matrix.

The idea of the **My skills-matching matrix** is to create a "master sheet" of their own skills and attributes and give each item a reference number. Then they can go through the keywords on the job advert they are interested in and reference their own skills and attributes. Then, when they come to complete their cover letter or personal statement, half the work has already been done in a logical fashion.

This may sound complex but it is actually quite easy to do and, once a student has completed their own 'master sheet' they can use it again and again for any job they are applying for. I found it worked very well for my students.

Kathy Crockford, June 2021.

Covers several Reformed Functional English content descriptors, including:

Reading

FE E3.11 Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types)

FE L1.17 Read and understand a range of specialist words in context