Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HCE 9  
Employability Skills Assignment**

**Task**: Using the questions below and notes provided in class, you are going to identify and explain what employability skills are. By the end of this exercise you will have a better understanding of what specific employability skills YOU have and how important it is to boast what makes you unique.

1. Define: Employability Skills

A: Specific skills and knowledge that you have that will help you in a job and in other areas of your life including school, at home, or in social situations. These ‘skills’ are often what employers are looking for in employees.

2. Define: Transferable Skills

Skills that you have that you will use in different aspects of your life such as at work, school, leisure, etc.

3. Using the list of skills below, explain how each one would be beneficial to you in your future career, school, well as in your personal life. Use examples if it helps you!

1. Being able to work as a team
2. Having good study skills
3. Being able to manage your time effectively
4. Being able to communicate well in writing
5. Being able to communicate well verbally
6. Having a good understanding of technology (such as using specific computer programs or being able to conduct online research)
7. Choosing good ethical behavior (for example, knowing right from wrong)
8. Being a ‘lifelong learner’

ANSWER THESE QUESTIONS ON THE REVERSE SIDE OF THE PAGE

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| --- | --- | --- | --- |
| **Employability Skill** | How this skill will help you **at school** | How this skills will help you at **home**/ during your **leisure** time | How this skill will help you in your **future career** |
| Being able to work as a team |  |  |  |
| Having good study skills  Being able to manage your time effectively |  |  |  |
| Being able to communicate well |  |  |  |
| Having a good understanding of technology (such as using specific computer programs or being able to conduct online research) |  |  |  |
| Choosing good ethical behavior (for example, knowing right from wrong) |  |  |  |