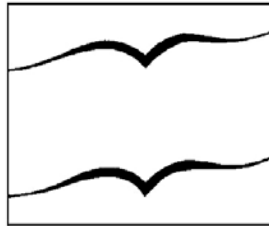


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Essential Skills are the foundation for learning all other skills needed for work, home and community life.

There are nine Essential Skills:

- Reading Text
- Document Use
- Working with Numbers
- Writing
- Oral Communication
- Working with Others
- Thinking Skills
- Computer Use
- Continuous Learning



**PEI  
Literacy  
Alliance**

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*The PEI Literacy Alliance is a registered charitable organization.*

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|----------------------|--|
| Reading Text         | <ul style="list-style-type: none"><li>• Read to your children</li><li>• Read personal mail</li><li>• Enjoy books</li></ul>               |
| Document Use         | <ul style="list-style-type: none"><li>• Read recipes</li><li>• Interpret warning signs on cleaning products</li></ul>                    |
| Working with Numbers | <ul style="list-style-type: none"><li>• Budget your income</li><li>• Help with math homework</li><li>• Figure out costs</li></ul>        |
| Writing              | <ul style="list-style-type: none"><li>• Write cards to family and friends</li><li>• Help children with homework</li></ul>                |
| Oral Communication   | <ul style="list-style-type: none"><li>• Present concerns to doctors or teachers</li><li>• Ask for and share health information</li></ul> |
| Working with Others  | <ul style="list-style-type: none"><li>• Develop good relationships with parents, children, partners and siblings</li></ul>               |
| Thinking Skills      | <ul style="list-style-type: none"><li>• Plan family trips and parties</li><li>• Manage time and money</li></ul>                          |
| Computer Use         | <ul style="list-style-type: none"><li>• Send email</li><li>• Help with homework</li><li>• Find health information online</li></ul>       |
| Continuous Learning  | <ul style="list-style-type: none"><li>• Learn a new skill</li><li>• Be a mentor to family members</li></ul>                              |

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|----------------------|--|
| Reading Text         | <ul style="list-style-type: none"><li>• Read instructions and employees policies</li><li>• Read emails and letters</li></ul>                                 |
| Document Use         | <ul style="list-style-type: none"><li>• Read signs, and labels</li><li>• Interpret charts and drawings</li><li>• Fill out employee forms</li></ul>           |
| Working with Numbers | <ul style="list-style-type: none"><li>• Budget project funds</li><li>• Schedule meetings</li><li>• Figure out payments due</li></ul>                         |
| Writing              | <ul style="list-style-type: none"><li>• Write letters and reports</li><li>• Organize, record and document information</li></ul>                              |
| Oral Communication   | <ul style="list-style-type: none"><li>• Share ideas with co-workers</li><li>• Present reports</li><li>• Greet customers</li></ul>                            |
| Working with Others  | <ul style="list-style-type: none"><li>• Develop good working relationships with co-workers, employers and customers</li></ul>                                |
| Thinking Skills      | <ul style="list-style-type: none"><li>• Find information or tools</li><li>• Plan tasks</li><li>• Manage time and resources</li></ul>                         |
| Computer Use         | <ul style="list-style-type: none"><li>• Send email to clients and co-workers</li><li>• Use a cash register</li><li>• Put information in a database</li></ul> |
| Continuous Learning  | <ul style="list-style-type: none"><li>• Attend professional workshops or training</li><li>• Learn from co-workers</li></ul>                                  |

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| Reading Text         | <ul style="list-style-type: none"><li>• Read food labels</li><li>• Read notices and posters</li><li>• Read local newspaper</li></ul>                       |
| Document Use         | <ul style="list-style-type: none"><li>• Read traffic signs</li><li>• Fill out forms</li><li>• Read warning labels</li><li>• Vote in the election</li></ul> |
| Working with Numbers | <ul style="list-style-type: none"><li>• Make a budget</li><li>• Calculate costs</li><li>• Figure out a tip</li></ul>                                       |
| Writing              | <ul style="list-style-type: none"><li>• Write letters to friends</li><li>• Put your thoughts on paper</li><li>• Make signs</li></ul>                       |
| Oral Communication   | <ul style="list-style-type: none"><li>• Share ideas at meetings</li><li>• Resolve a conflict</li><li>• Seek information about local issues</li></ul>       |
| Working with Others  | <ul style="list-style-type: none"><li>• Participate in a community project</li><li>• Attend a community meeting</li></ul>                                  |
| Thinking Skills      | <ul style="list-style-type: none"><li>• Find information</li><li>• Manage time and money</li><li>• Drive a car</li></ul>                                   |
| Computer Use         | <ul style="list-style-type: none"><li>• Email friends and family</li><li>• Use an ATM</li></ul>  |
| Continuous Learning  | <ul style="list-style-type: none"><li>• Volunteer for a community group</li><li>• Take a class at community school</li></ul>                               |