

Skills for childcare and teaching

Read the chart showing the skills needed to complete these work-related tasks. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
Writing reports	Spelling		
	Punctuation		
	Understanding tenses (past, present, future)		
	Understanding difference between fact and opinion		
Understanding rotas	Understanding 24 hour clock		
	Understanding abbreviations		
	Scanning - looking for key words		
	Find relevant information using columns and rows		