Skills for IT and office work

Read the chart showing the skills you need for each work-related task. Complete the chart to show how confident you are at present.

Task	Skill	Confident	Need to work on this
Spell-checking documents	Using the spell-checker effectively		
	Selecting correct spelling		
	Recognising common homophones		
Writing emails and letters	Understanding purpose and audience		
	Using formal or informal language as appropriate		
	Starting and ending messages with appropriate greetings		