



Advanced Woods Virtual Learning

One Trade Many Careers

Chapter 4

April 27 2020

Advanced Woods Lesson: April 27, 2020

Objective/Learning Target:

- Describe how/why reading, writing, and math skills are required in the workplace.
- Recognize focused attention, logical reasoning, creative thinking, and critical analysis as required thinking skills.

Chapter 4: What Basic Skills and Personal Qualities Do I Need?

Even though some of the training necessary for a job is done after you are hired, employers expect you to bring a set of skills and positive personal traits to the workplace.

These include:

- Basic skills
- Personal qualities



Basic Skills

Basic skills include:

- Reading comprehension
- Writing
- Mathematics



Basic Skills *cont.*

Reading

There are few skills that will be as important to you on the job and in life as the ability to read. Employers want workers who can read well. Depending on the type of work, you may be asked to read:

- Forms
- Reports
- Written instructions
- Manuals
- Memos

Basic Skills *cont.*

Reading Comprehension

It is important that you correctly and completely understand and comprehend what you are reading on the job. The following steps can help:

- Scan
- Read
- Analyze
- Check
- Summarize

Basic Skills *cont.*

Writing

Although not all jobs require good writing skills, some do. You may have to write:

- Emails
- Letters
- Memos
- Reports
- Bid on a job
- Sell a concept or product
- Promote safety



Basic Skills *cont.*

Writing, *cont.*

Word-processing programs may help with some spelling and grammar, but they don't catch all errors. When writing, make sure that what you write is:

- Clear
- Concise
- Complete
- Convincing
- Free of errors

Basic Skills *cont.*

Proofreading

If a document is long, complex, or concerns critical information, you may want to have a coworker with good writing skills proofread it before it is sent. Proofreading requires you to:

- Read for meaning
- Read for grammar, spelling, sentence structure, and punctuation
- Compare drafts
- Test read
- Rewrite



Basic Skills *cont.*

Mathematics

Workers in nearly every field have to add, subtract, multiply, divide, or work with fractions and decimals. You will need an excellent grasp of math if you want a career in any construction trade. Math and math formulas are used in:

- Layout
- Prints
- Building



Thinking Skills

People who are truly smart know how to apply knowledge to new situations, think creatively about what they have experienced, and are able to solve problems.

Thinking skills involve a variety of other skills, but the cornerstones are:

- Focused attention
- Logical reasoning
- Creative thinking
- Critical analysis

Thinking Skills

cont.

Focused attention and **logical reasoning** skills include:

- Ability to control random thoughts
- Considering more than one possible solution
- Keeping your thoughts on track
- Concluding decisions based on facts, rather than emotions

Thinking Skills

cont.

Creative thinking is the ability to think of original and innovative ideas. This skill:

- Requires you to have an open and flexible mind
- Involves brainstorming
- Includes **associative thinking**, which is the ability to relate one thing to another while thinking creatively

Thinking Skills

cont.

Critical thinking is basically a matter of asking and answering probing questions when you are considering something or trying to solve a problem. In the workplace, you may want to try asking the following questions:

- Is it the quickest process to get the job done?
- Is it the least expensive process to get the job done?
- Does the process produce the highest quality results?



Personal Qualities

Personal qualities include:

- **Honesty**
- **Reliability**
- **Quality consciousness**
- **Pride in a job well done**

