

## ■ Employability Skills 2000+ Checklist for Formats for Hard-copy Letters and Memos

The Conference Board of Canada  
Insights You Can Count On



In this module, the key skills from the Conference Board of Canada's Employability Skills 2000+ are

### ■ Communicate

---

- ✓ write and speak so others pay attention and understand

### ■ Manage Information

---

- ✓ locate, gather, and organize information using appropriate technology and information systems

### ■ Think & Solve Problems

---

- ✓ assess situations and identify problems
- ✓ seek different points of view and evaluate them based on facts
- ✓ recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem

### ■ Participate in Projects & Tasks

---

- ✓ work to agreed quality standards and specifications
- ✓ adapt to changing requirements and information