

■ Employability Skills 2000+ Checklist for Email Messages

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
- ✓ share information using a range of information and communications technologies (e.g., voice, email, computers)
- ✓ use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas

■ Manage Information

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

■ Work with Others

- ✓ contribute to a team by sharing information and expertise