

Employability Skills 2000+ Checklist for Editing for Grammar and Punctuation

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
- ✓ 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
- ✓ access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Think & Solve Problems

- ✓ assess situations and identify problems
- ✓ seek different points of view and evaluate them based on facts