

Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Curriculum Resource

Writing for Trades and the Workplace

This is one in a series of five resources adapted from the "[Essential Skills Self-Assessment for the Trades](#)", originally produced by Employment and Social Development Canada. This resource contains an overview of one of the Skills for Success (Writing), along with a self-assessment checklist and a short reflection activity.

OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A - Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2

Goal Paths (check all that apply)

- Employment
 Postsecondary
 Apprenticeship
 Independence
 Secondary School Credit

Embedded Skills for Success (check all that apply)

- Adaptability
 Numeracy
 Collaboration
 Problem Solving
 Communication
 Reading
 Creativity and innovation
 Writing
 Digital

Notes:

The opinions expressed in this document are the opinions of the College Sector Committee for Adult Upgrading. The Government of Ontario and its agencies are in no way bound by any recommendations contained in this document.



Writing Self Assessment

Writing is your ability to share information using written words, symbols, and images. For example, we use this skill to fill out forms and applications, and write emails, reports and social media posts.

I can...	Yes	Somewhat	No
Write short reminder notes to myself or others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write simple lists (list of work tasks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write notes in point form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write brief notes or emails to co-worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write down telephone messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write text that is a paragraph or longer such as memos or letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use correct grammar and spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include details and examples to support my writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tailor my writing to a specific audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write long pieces of text such as letters or reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughly express my opinions in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write detailed emails or letters requesting information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rewrite text to improve clarity and flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit written materials to confirm proper grammar, spelling and formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writing Activity:

Your friend, Freida Sanchez, has told you that her company is looking for employees who have your skills. Frieda has given you the contact information for her supervisor, Evangeline Jones, and has suggested you contact Ms. Jones to tell her about yourself. Write an email to Frida's supervisor to ask about current job openings and talk about how your skills would be a benefit to the company.

Self-reflection: Writing Skills

We write to communicate ideas and information to other people. In today's world, we require writing skills that are suitable for different situations including digital platforms.

Knowing what to write, how much to write, and in which style to write is important. Writing skills ensure your writing is suitable for your purpose, the intended reader, and the context.

- ❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to writing skills?

- ❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to writing?