SENA REGIONAL VALLE	Centro Nacional de Asistencia Técnica a la Industria – ASTIN **TALLER "READING ACTIVITY (JOB SKILLS)"**	Código: 9230-FP-F-322 Versión: 2

1. IDENTIFICACIÓN DEL INSTRUMENTO:

Programa de Formación: ***Technology in Industrial Production Management***	*Ficha de caracterización: 2229818*
Nombre de la Guía: BASIC ENGLISH	*Código de la Guía:*
Nombre del Instructor: Carolina Valderruten Peña	
Ciudad y fecha: Cali, 7 de septiembre 2021	

2. PRESENTACIÓN E INSTRUCCIONES PARA EL DILIGENCIAMIENTO:

Señor/a Aprendiz:

- Resuelva los problemas o casos planteados.
- Al responder escriba con letra clara y sea conciso.
- Entregue los productos al Instructor y solicite retroalimentación del taller.

3. CUERPO DEL INSTRUMENTO:

Before reading.

1. Look for on an online dictionary the meaning of *Skill.*
2. When do people use their skills? Give specific examples of them.
3. What kind of skills do you have?
4. When was the last time you use one of your skills at your job? Or in your daily life?

During reading.

1. Make a list of the unknown words while reading and look for them on WordReference.
2. Spot the personal pronouns you find along the article and make a chart with the subject and object pronouns.

Job Skills[1]

A skill is something that a person does well. If a person does something well at their job, this is a job skill. For example, knowing how to grill food and make good sauces are job skills for a cook. It is important for people to have one or more job skills to get a job that they want.

Discovering Your Job Skills

Before someone can find their job skills, people need to know what they are good at doing. To do this, many people write a list of things they are good at, such as cooking or building things.

After people have made a list of their skills, they can then start thinking about how these skills can become job skills. For example, someone who is good at building things they can probably be a work for a company that builds houses. If someone is a good writer, they might want to write for a newspaper.

The Same Job Skills for Different Jobs

There are also job skills that can match more than one job. These are transferable skills. An example of a transferable skill is speaking well to people. Teachers, people in the government, and people who sell things are all people that should be good speakers.

[1] Author: Pinchuk, Arianne J.
Source: v Job Skills (ELL). 2009, p1-2. 2p.

Why Having Job Skills Is Important

Today there is a lot of competition for jobs. This means that there are a lot of people who want the same job. Applicants, or the people who are applying for a job, should do whatever they can to make themselves noticed during an interview. An interview is the meeting between an applicant and the company the applicant wants to work for. People will be interested in an applicant with a lot of skills that are important for doing the job. Transferable skills are also important, because they show that the applicant can do a lot of different things.

It is also important to highlight job skills on a resume. A resume is a piece of paper that lists a person's skills and experiences.

Bibliography

Websites
Job Skills Checklist. The OWL at Purdue. 11 July 2008.
http://owl.english.purdue.edu/owl/resource/626/01/.
Job Skills. The Internet TESL Journal. 11 July 2008.
http://a4esl.org/q/h/employ/skills.htm.

After reading.

Highlight the suitable answer in each case. They are multiple-choice questions but only one is the correct.

1. Something that a person does well is called

A. a job.
B. a skill.
C. an interview.
D. a resume.

2. This is a piece of paper that lists a person's skills and experience.

A. transferable skills
B. interview
C. application
D. resume

Complete the sentences according to what you've just read on the article.

3. Job skills that can match more than one job are called _____ skills.

4. An _____ is the meeting between an applicant and the company the applicant wants to work for.

5. Today there is a lot of _____ for jobs, meaning that there are many people who want the same job.

4. PRODUCTO

1. Save this file with your name and send it back to the following link https://forms.gle/tWpxQmoks5jCf3yF8
2. Due date: September 13th, 2021.