

## Strategies and Skills Students Need for Workplace and Academic Success

Workplace Transferable Skills (SCANS skills)	Study Skills and Study Habits*	Reading and Listening Strategies **	Organizing Information and Note-taking Skills**	Critical Thinking Skills **
<ul style="list-style-type: none"> <li>• Work in a team</li> <li>• Interact with others</li> <li>• Communicate</li> <li>• Collaborate</li> <li>• Cross-cultural understanding</li> <li>• Lead/plan/delegate</li> <li>• Take initiative</li> <li>• Take responsibility</li> <li>• Teach job duties to others</li> <li>• Listen and understand instructions</li> <li>• Read, comprehend and interpret documents</li> <li>• Interpret information</li> <li>• Understand organizational systems</li> <li>• Fill out work documents</li> <li>• Take notes</li> <li>• Manage/monitor goals and time</li> <li>• Self-evaluate</li> <li>• Problem solving/ Critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Organize materials</li> <li>• Take responsibility for learning</li> <li>• Explain and follow rules</li> <li>• Give, clarify, follow oral instructions</li> <li>• Interpret and follow written directions</li> <li>• Use graphic organizers</li> <li>• Work independently</li> <li>• Work in teams</li> <li>• Identify materials/ resources for learning tasks</li> <li>• Use study habits: make flashcards, review notes, etc.</li> <li>• Monitor progress</li> <li>• Create vocabulary list</li> <li>• Identify tips for test preparation</li> <li>• Career Planning/ Goal Setting</li> </ul>	<ul style="list-style-type: none"> <li>• Making predictions</li> <li>• Confirming predictions</li> <li>• Listening/reading for gist</li> <li>• Listening/reading for specific information</li> <li>• Infer intended meaning and attitudes</li> <li>• Infer meaning of unknown words using contextual, linguistic and background knowledge clues</li> </ul>	<ul style="list-style-type: none"> <li>• Sorting tasks</li> <li>• Using graphic organizers such as Venn Diagrams or flow charts</li> <li>• Concept mapping and the use of matrices</li> <li>• Know, Want to Know, Learn (K-W-L) charts</li> <li>• Guided note-taking</li> <li>• Cornell notes</li> </ul>	<ul style="list-style-type: none"> <li>• Identify assumptions</li> <li>• Organizing</li> <li>• Categorizing</li> <li>• Interpreting</li> <li>• Inquiring</li> <li>• Analyzing and evaluating</li> <li>• Summarizing</li> <li>• Synthesizing information</li> <li>• Decision making and Problem solving</li> </ul>

\* Los Angeles Unified School District, Division of Adult and Career Education *Advanced Low Course Outline*, 2009.

\*\* Johnson, K. and Parrish B. *Hit the Ground Running: Preparing ESL Students for Academic Readiness*, TESOL 2011.

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Plenary Session