ESSENTIAL SKILLS LOG

Student Name: _____

Placement: _____

Week #	Reading Text	Document Use	Writing	Numeracy (Math)	Oral Communication	Thinking Skills	Working With Others	Computer Use	Continuous Learning
Example	*Read instructions*	*Filled in time sheet*	*Recorded phone message*	*Measured parts*	*Listened to supervisor*	*Organized work schedule*	*Attended meeting*	*Word processed weekly report*	*Learned health and safety rules*