

# RECORDING YOUR KEY SKILLS



## Communication - Oral

### C1. Taking part in discussions

	In my diary	In Employer's Report	Elsewhere - say where!
● With supervisor about the work			
● With colleagues about the work			
● With a customer or the public or with children			
● With your team, eg, at a meeting			
● Listening and carrying out instructions			
● Asking questions to check your understanding			
● Using the telephone			

### Summary of your best examples

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