

RECORDING YOUR KEY SKILLS



Communication
- Writing and Reading

C2. Produce written material	In my diary	In Employer's Report	Elsewhere - say where!
● Writing notes or memos			
● Drafting or writing a letter			
● Filling in forms or recording anything			
● Writing names and addresses			
● Producing a chart or diagram or poster			
● Filling in your work experience diary			

Summary of your best examples

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