**Skills Analysis**

**Rating Scale**

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Not very good | Need to improve | Ok, but can be better | Good | Excellent |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Meaning  | Rate 1-5 | Example I can use for a resume | Way that I can improve |
| *Communication skills* | *To be able to share and receive information with people.* | *4* | *I tutor a student in Maths at the weekend. I use my communication skills to teach the student skills needed for Maths.*  |  |
| Stress managing skills | To be able to handle stressful and heavy work | 4 | I have done intensive amounts of homework in a short period of time many times before |  |
| Patience | To be able to stay calm and positive | 4 | I have babysit a mischievous kid before I used my patience to tolerate and calm him down |  |
| Problem solving skills | To be able to solve problems especially unexpected ones | 4 | There were times when I forgot my laptop at home so I figured out that I could use the ICT Labs’ laptops  |  |
| Multi-tasking skills | To be able to do many types of works at the same time | 4 | There were times when I did my homework and talked on the phone at once |  |
| Adaptation | To be able to feel easy about a situation | 4 | I was able to adapt to the new school environment pretty quickly |  |
| Decision Making Skills | To be able to make decision quick | 5 | When they ask for opinions on which one to do I was able to answering fast |  |
| Initiative | To be able to work independently without being told | 4 | I can do my homework during class without being told |  |
| Leadership | Able to lead the team | 5 | I was able to manage my team in a group project |  |
| Organize | Able to use time efficiently | 5 | I was able to finish 5 assignments in 1 week and still have free time |  |
| Learn and adapt | Learn new information and deal with changing situation | 4 | I’m able to adapt to changes in math topic |  |
| Numeracy | Apply math to support evidence a point | 4 | I was able to prove how many people like Nutella more than peanut butter using statistic from people’s opinions |  |
| Valuing diversity and difference | Be different from other people and to have your own ideas and skills | 4 | I’ve worked with other people with different background in class |  |
| Negotiation | Can come to an agreement with someone | 5 | I can negotiate with seller in the market. |  |