

Literacy Mat

KEY WORDS



Use the Literacy Mat to help you write your evidence.

Skills

- Analytical
- Coaching
- Communication
- Conflict resolution
- Cooperating
- Critical thinking
- Creativity
- Interview
- Interpersonal
- IT
- Listening
- Literacy
- Negotiating
- Numeracy
- Organisational
- Persuasion
- Problem solving
- Public speaking
- Planning
- Self-motivating
- Speaking
- Teamwork
- Time management

Qualities

- Respectful
- Resilient
- Responsible
- Adaptable
- Assertive
- Attentive
- Calm
- Cheerful
- Confident
- Considerate
- Cooperative
- Creative
- Decisive
- Efficient
- Eloquent
- Energetic
- Flexible
- Focused
- Helpful
- Mature
- Meticulous
- Objective
- Optimistic
- Organised
- Proactive
- Professionalism
- Reliable

Experiences

- Ambassador
- Assembly
- Cadets
- Career events
- College application
- College visit
- Community projects
- Debate team
- Drama club
- Fundraising
- Duke of Edinburgh Award
- Employer Engagement Events
- Enterprise project
- Face-to-face interviews
- Focus groups
- Head girl/boy
- House captain
- Parents evening
- Part-time work
- Prefect
- NCS
- School play
- Scouts
- Sports captain
- Sports club/team
- Student voice
- Telephone interviews
- Tour Guides
- Transition events
- Volunteering

Sentence Starters

Experience - What did you do?

- 1) I contributed to the task by
- 2) I had the opportunity to
- 3) As a group we had to..... and I contributed to the task by.....
- 4) I was involved in.....
- 5) I represented the
- 6) I am the Learning Family rep for.....
- 7) I was selected by
- 8) I met with

How did you develop your qualities or skills?

- 1) I have developed my ability to.....
- 2) I have developed
- 3) The experiences I gained has helped to develop
- 4) I was able to demonstrate.....

What went well? What I could do better?

Even Better If = EBI
What Went Well = WWW

no shortcuts to success