

Skills Self-Assessment Audit

Please answer all questions in this self-assessment. There are 48 questions, split into 8 groups. Read each question and tick the value which you feel is most appropriate to you. Each answer has a point value:

- disagree strongly 1
- tend to disagree 2
- tend to agree 3
- strongly agree 4

Add up your scores for each section and then add these together. There is an indication of your skill level in the scoring system at the end of the exercise. This will give you an idea of how confident you feel about your skills. Complete the Summary Score Sheet (the loose sheet distributed with your booklet) and return it to a member of the Project Team. The Summary Score Sheet is the only item anyone else will see - so please be as honest as you can with your answers.

COMMUNICATION: READING

	1	2	3	4
1 I feel confident about my reading, especially for study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 I can find information from a wide variety of sources (books, journals, CD-ROMS, Internet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 I can select information relevant to the topic from these sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 I am able to use different reading strategies (skim, scan, read in-depth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 I can make useful notes while I am researching for an assignment or a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 I can summarise a section of text to convey the author's main arguments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:

COMMUNICATION: WRITING

	1	2	3	4
7 I am confident that I can reproduce my ideas effectively in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 I am confident that I can write substantial reports and essays as well as shorter pieces such as formal letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 I always plan my essays and other assignments before writing anything	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 I always check my work for spelling and grammatical errors before submitting it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 I always check that my work is presented according to my department's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 I can make useful and meaningful notes from a lecture, presentation or demonstration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:

COMMUNICATION: ORAL

		1	2	3	4
13	I am confident explaining new concepts to other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	I would be able to give a presentation on a subject new to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	I can produce visual aids (including slides with charts, diagrams, tables and photographs) to illustrate points in a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	In group discussions, I listen to others and am sensitive to their points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	I can take the discussion forward at appropriate points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	I can adapt my presentations according to my audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:

TEAMWORK

		1	2	3	4
19	I have often worked with others as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	I make sure that I understand the goals the team is trying to achieve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	I agree my own responsibilities in working towards the team's goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	I am sensitive to the roles of other team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	I can monitor the team's progress and report any difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	I am happy to lead the team if the opportunity presents itself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:

PROBLEM-SOLVING

		1	2	3	4
25	When faced with a task I can break it down into manageable parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	If at first I do not understand a problem, I can find help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	I enjoy the challenge of solving problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	When I am given a new task, I always 'brainstorm' ideas (involving the team if part of a team)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	I consider the likely outcomes of my solutions to problems before I carry them out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	I consider alternative solutions depending on the problem in question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:

PERSONAL EFFECTIVENESS

	1	2	3	4
31 I can organise my tasks in order to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32 I reflect on my progress towards my targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33 I know my own strengths and weaknesses when it comes to planning and meeting targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 I can find support where necessary in order to help complete a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 I have future targets in mind regarding my career and education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 I discuss my future targets with others (e.g. tutor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:**NUMERACY**

	1	2	3	4
37 I am confident about making simple calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38 I use a calculator competently in my studies/work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39 I am confident in working with fractions, decimals, percentages and ratios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40 I can interpret graphs, charts, tables and diagrams where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41 I can construct graphs, charts and diagrams when I need to convey information this way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42 I am confident in my ability to handle statistical data as part of my course/my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:**INFORMATION TECHNOLOGY**

	1	2	3	4
43 I use a word-processing package to produce all my submitted work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44 I can use a spreadsheet package to record and manage data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45 I can use a database package to establish and use a database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46 I am confident in researching topics of study using the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47 I can produce transparencies or visual aids for a presentation using presentation software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48 I am aware of health and safety issues around the use of computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL:**Grand Total:**

How did you do?

You can check your score against our scoring system below. **PLEASE REMEMBER** that this is not scientific! We have **not** devised a 'perfect' self-assessment test, and these scores give only an indication of your level in any of the skills we have mentioned.

48-69

YOU'RE NOT FEELING PARTICULARLY CONFIDENT ABOUT YOUR SKILLS AND ABILITIES – PERHAPS YOU WEREN'T GIVING YOURSELF DUE CREDIT FOR YOUR TALENTS? BY USING THIS PACK, YOU SHOULD BE ABLE TO WORK ON AREAS WHICH YOU FEEL COULD DO WITH IMPROVING. YOU MIGHT EVEN FIND IT USEFUL TO TALK THROUGH YOUR SELF-ASSESSMENT WITH A FRIEND OR A TUTOR WHOM YOU TRUST. THEY MAY SEE YOUR STRENGTHS MORE CLEARLY THAN YOU HAVE IN THIS EXERCISE.

70-95

YOU CONSIDER YOURSELF TO BE 'AVERAGE' – THIS MEANS THAT YOU HAVE FIRM FOUNDATIONS ON WHICH TO IMPROVE YOUR SKILLS! USING THE LIST BELOW, IDENTIFY SOME OF THE AREAS WHICH ARE STRONGER THAN OTHERS. THIS WILL HELP YOU TO PLAN YOUR IMPROVEMENT, AND PRIORITISE THE AREAS WHICH NEED ATTENTION. FOCUS ON ACTIVITIES WHICH CAN DEVELOP THESE PARTICULAR SKILLS. IF YOU REFER TO THIS SKILLS AUDIT AGAIN DURING THE SEMESTER YOU'LL SEE HOW YOUR WEAKER SKILLS ARE

96-139

CONGRATULATIONS! YOU'VE RATED YOURSELF WELL. YOU MAY HAVE SOME AREAS WHICH COULD BE DEVELOPED FURTHER, BUT YOU ARE CONFIDENT AND COMPETENT IN A WIDE RANGE OF SKILLS. IF YOU ARE PARTICULARLY STRONG IN ONE SKILL, SUCH AS WRITTEN COMMUNICATION, NOW MIGHT BE THE TIME TO FOCUS ON SOMETHING ELSE. FOR EXAMPLE, YOU MIGHT START WORKING ON YOUR NUMERACY – CAN YOU WORK OUT HOW MUCH YOU'VE SPENT ON YOUR FOOD SHOPPING BEFORE YOU REACH THE TILL AT THE

140-192

YOU ARE HIGHLY CONFIDENT IN ALL THESE SKILL AREAS – WELL DONE. YOU FIND IT EASY TO APPLY YOUR SKILLS IN A VARIETY OF SITUATIONS. HOWEVER, YOU CAN MAKE GOOD USE OF THIS PACK TO REFLECT ON YOUR SKILLS FURTHER AND BRING THEM TO A HIGHER LEVEL. THINK ABOUT THE NEXT STAGES OF YOUR ACADEMIC AND PROFESSIONAL LIFE – WOULD YOU KNOW HOW TO DEMONSTRATE YOUR SKILLS TO AN EMPLOYER?

From your Personal Skills Audit, list your strengths and weaknesses:

Strengths

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Weaknesses

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Is this what you would have expected to see?
Are there any surprises on your lists?