











Basic Skills Matrix

Unit 1: Introduction to Diesel Technology

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
12	Analyze work situations to determine the importance of employee attitudes (A.S. 1)	   	<p>Reading</p> <p>Writing</p> <p>Critical Thinking</p> <p>Employability</p>	<p>Reading comprehension</p> <p>Language</p> <p>Cognitive activities</p> <p>Job acquisition/development</p>	<p>Analyze and apply what has been read to specific task; comprehend written information for main ideas</p> <p>Use standard grammar, spelling, and capitalization</p> <p>Define a problem; draw conclusions; devise a solution</p> <p>Identify unethical behavior and poor worker traits; identify characteristics desired by organization</p>




Basic Skills Matrix

Unit 2: Workplace Communication and Customer Service

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
20	Record your voice (A.S. 1)		Reading	Reading comprehension	Comprehend written information for main ideas; analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
21	Analyze your voice (A.S. 2)		Oral Communication	Oral presentation	Use good speaking techniques
				Reading	Reading comprehension
22	Evaluate your listening skills (A.S. 3)		Reading	Functional reading	Follow written instructions
				Oral Communication	Listening
23	Follow oral (spoken) directions (A.S. 4)		Oral Communication	Listening	Apply active listening skills
				Writing	Language
24	Follow written directions (A.S. 5)		Reading	Interactive communication	Follow oral directions
				Reading comprehension	Analyze and apply what has been read to specific task; comprehend written information for main ideas
25	Apply communication skills to workplace situations (A.S. 6)		Reading	Functional reading	Follow written instructions
				Writing	Language













Basic Skills Matrix

Unit 2: Workplace Communication and Customer Service (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
			Critical Thinking	Cognitive activities	Define a problem; devise a solution
			Interpersonal or Relating	Teamwork/ cooperation	Identify values/attitudes; select appropriate behavior; identify hidden purposes
			Employability	Job acquisition/ development	Describe desirable worker characteristics; promote the goals and values of the organization












Basic Skills Matrix

Unit 3: Job Application

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
8	Compile a list of employment opportunities in diesel technology in your community (A.S. 1)		Reading	Functional reading	Follow written instructions
			Writing	Functional writing	Organizes information into an appropriate format
			Oral communication	Interactive communication	Apply questioning techniques; communicate with others
			Employability	Job search/selections	Investigate employment prospects of a career field/occupation
9	Write a resumé (A.S. 2)		Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Writing	Language	Use standard grammar, spelling, and capitalization
				Functional writing	Write resúmes; organizes information into an appropriate format
10	Write a letter of application for employment in diesel technology (A.S. 3)		Employability	Job acquisition/development	Write personal resumé
			Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Writing	Language	Use standard grammar, spelling, and capitalization; state ideas clearly
11	Complete an employment application form for a position in diesel technology (A.S. 4)			Composition	Use complete sentences
			Reading	Reading comprehension	Analyze and apply what has been read to specific task
				Functional reading	Follow written instructions
			Employability	Job acquisition/development	Write a letter of application
11			Writing	Functional writing	Complete forms; write job applications

Basic Skills Matrix

Unit 3: Job Application (continued)

Academic and Workplace Skills					
Obj. #	Objective	Icon	Skill	Sub Skill	Description
12	Make an appointment by phone for a diesel technology employment interview (A.S. 5)		Employability	Job acquisition/development	Complete job-related applications
			Reading	Reading comprehension	Analyze and apply what has been read to specific task
		Functional reading		Follow written instructions	
			Writing	Functional writing	Completes forms
13	Practice interview questions (A.S. 6)		Oral communication	Listening	Apply active listening skills
		Apply telephone etiquette; communicate with others			
			Oral communication	Listening	Apply active listening skills
		Interactive communication		Apply questioning techniques; conduct/receive interviews	
	Interpersonal or relating	General relating	Interact with coworkers		
14	Follow up an interview with a letter or call (A.S. 7)		Employability	Job acquisition/development	Interview for a job; practice good personal presentation
			Reading	Reading comprehension	Analyze and apply what has been read to specific task
		Language		Use standard grammar, spelling, and capitalization; state ideas clearly	
			Writing	Composition	Use complete sentences
		Functional writing		Write letters	
				Oral communication	Listening (if making call)
		Interactive communication (if making call)	Apply telephone etiquette		
	Employability	Job acquisition/development	Write a follow-up letter		