ENG1020: Introduction to the 10 Skills

by Sophia

WHAT'S COVERED

In this lesson, you will be introduced to the 10 essential employability skills and explore the specific skills you will be learning more about in this course. Specifically, this lesson will cover:

1. Introduction to the 10 Skills

The jobs of today look very different from the jobs our parents had. Whether you work in a cubicle or on a construction site, technology has changed—and is continuing to change—the ways we connect, communicate, and create in our careers. In the past, a college degree was enough to set you up for professional success. Today, employers want job candidates who also have the right skills to succeed.

That‘s why we’ve partnered with top employers, business leaders, and recruiters to identify 10 Skills that are critical to performing your best—not just in one field, but across all industries. These skills will prepare you for the needs of any future employer and set you up for success in a world that is constantly evolving.

Skill	Description	Why It Matters for the Future of Work
Self & Social Awareness	Understanding your personal strengths and limitations; recognizing your thoughts, emotions, and intentions; being open to receiving feedback; and identifying how your behaviors impact others.	Self awareness can help you find the right career for you, know when it's time to leave your current job, and make you a stronger leader. (Swerdlow, 5).
Technology	Being able to confidently and effectively use technology to be productive, complete goals and tasks, and maintain a competitive advantage.	78% of today's jobs require familiarity with technology, and digitally intensive jobs are growing faster and pay more than non-digital roles. (Southern New Hampshire University, 6).
Productivity	Strategizing, organizing, and effectively managing your time and priorities.	High performers can be up to 800 percent more productive than other workers, drastically cutting down the time and money needed to complete large tasks – something

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		managers always value. (Keller, 7)
Initiative	Thinking independently, seeing what needs to be done, and taking action without being prompted.	Initiative has become more important in modern workplaces, as employers rely on people who have the courage to push their teams forward. (Mind Tools, 8)
Results Driven	Acting with a sense of urgency and focus to reach goals, without compromising integrity or quality.	As companies use more freelancers, they need those works to be results-driven so projects stay on track. (Do, 9).
Communication	Actively seeking and delivering information, clearly articulating ideas, effectively listening, and confidently connecting to various audiences, settings, and situations.	Communication is one of the top five skills that will be important in the future across all industries...and that employers currently find lacking. (Gilchrist, 10).
Relationship Building	Effectively working with others and establishing, cultivating, and leveraging networks over time.	85% of all open job positions are filled through personal connections. (Adler, 11)
Problem Solving	Identifying and framing problems, exploring ideas, and creating effective, ethical, and evidence-based solutions.	Problem solving is important in every industry, and this skill gives an especially notable edge in management positions. (CareerBuilder, 12).
Innovation	Creatively thinking and coming up with new ideas and solutions to solve old problems.	84% of business executives believe that innovation is important, but only 6% are satisfied with their company's performance in that area. (McKinsey & Company, 13)
Agility	Embracing change and effectively adapting when things around you are constantly in motion.	In one survey, 79% of executives said that the future of work will be based on specific projects instead of roles, meaning that having the agility to adapt quickly will be extremely important. (Lyons, 14)

As you work through this and other courses, consider how you can use these 10 Skills to achieve your personal, academic, and professional goals.

2. Skills in This Course

In this course, you'll strengthen three essential skills by learning how to write*persuasively*. You'll learn how to effectively source information so you can create a written message that will *influence* others to adopt or change a particular perspective. They are:

- **Communication Skill** to articulate an argument, use persuasion, and present a conclusion to your audience.
- **Problem Solving Skill** to identify issues, weigh evidence, and make well-informed decisions.
- **Innovation Skill** to use strategies to develop your ideas and create change.

Understanding persuasive writing will not only help you hone these skills, it will also help you learn to decipher messages you receive every day (through social media, the news, and more) so you can make the

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best decisions for your future.

In an era of “fake news,” dubious messages are everywhere. So it’s important to stay vigilant for ways in which persuasion might influence your decision making. In this course, you’ll discover how good research can help you separate fact from fiction, whether you’re the audience or the creator of persuasive arguments. Throughout this course, you’ll hear real stories from real people who are using these skills and concepts every day to reach their personal and professional goals.

TERMS TO KNOW

Communication Skill

The ability to actively seek and deliver information, articulate ideas, effectively listen, and connect to various audiences, settings, and situations.

Problem Solving Skill

The ability to identify and frame problems, explore ideas, and create effective, ethical, and evidence-based solutions.

Innovation Skill

The ability to creatively think and generate original/unique ideas and solutions outside of routine perspectives.

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3. Skills in Unit 1

As you begin with this first unit, you will explore these skills in relation to composition. You will begin to understand how you can use these skills to write effective papers—in school, in your career, and in everyday life. You will look deeper at how improving your skills can help you understand where you are today and the steps you need to take to improve your writing, and thus, your success.

In particular, we will focus on the following skills:

Skills in Unit 1	Description
Communication	Producing high-quality writing gives you the ability to persuade others. Strong written communication skills demonstrate that you are professional and intelligent.
Problem Solving	Well-written and organized communications assist you in identifying and solving problems in your professional and personal life.
Innovation	Looking at the big picture of your communication sparks ideas about your given topic.

HINT

Throughout the course, be on the lookout for various call-outs to help you better see the connections between the skills and the course content.

As you begin your journey in ENG1020, consider why these skills are not just beneficial to you, but also important to employers. These skills matter when it comes to ethically persuading others and making a strong case for your argument.

SUMMARY

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In this lesson, you learned that there are 10 essential employability skills. Employers seek individuals who possess these skills and continue to work to strengthen them. These skills cut across all professions and career paths. You learned how this course will develop your **communication**, **problem solving**, and **innovation** skills by teaching you how to write persuasively.

Best of luck in your learning!

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