

Here are some ideas for useful vocabulary to include

Skills vocabulary

Decision making Teamwork Leadership
Verbal Communication Planning Research skills
Written Communication Organisation
Time management. Problem solving
Presenting ICT skills Good listener

Qualities checklist

Reliable Patient Responsible Thoughtful
Adaptable Flexible Polite Ambitious
Hard working Proactive Punctual
Confident Conscientious

Sentence starters

My strengths are..
I intend to...
To develop my skills in...
I find/have found... challenging
I am proud of...
Alongside my schoolwork I ...
During the holidays...
I am currently...
I work hard to...
While at school...
Last term I ...