

FROM THE CLASSROOM
TO THE WORKPLACE

ESSENTIAL SKILLS MATTER



MORE THAN JUST WORDS

INCLUDES A VARIETY
OF INFORMATION
DISPLAYS: WORDS,
NUMBERS, ICONS
AND OTHER VISUAL
CHARACTERISTICS

Document Use is one of the nine essential skills used everyday in the classroom, workplace, and everyday life.

HOW DO WE USE DOCUMENTS?

- Read
- Interpret
- Create
- Plot
- Obtain Information
- Construct

