**Some Literacy and Numeracy Skills in Community Studies**

**Numeracy**

**Money**

* Develop money handling skills, including receiving and giving correct change.
* Manage simple accounting procedures such as costing.
* Learn about budgeting and make a practice budget on Excel.
* Create then maintain a budget and practice record keeping.
* Convert from Australian dollars to another country’s currency.
* Manage complex budgets (e.g. preparing financial statements, forecasting materials).
* Work out percentages.
* Research how shares and investments work.
* Learn about interest rates and how they are calculated.
* Investigate job related maths including salaries and wages.

**Measurement**

* Strengthen skills in measuring the following: Length, Weight, Temperature, Perimeter, Area and Volume.
* Learn to convert measurements relevant to a recipe book.
* Develop time measurement skills including time zones for travelling.
* Take precise measurements.
* Practise measuring and drawing objects to scale.
* Learn to read and interpret maps, including understanding scale.
* Use ratio and read scales to discuss maps.
* Research issues relating to gambling, including ratios and returns.
* Use appropriate technological devices to measure and record data and report and act on results ( e.g. temperature gauge).
* Create and monitor schedules.

**Estimation**

* Develop skills in estimating the following: costs, time to complete specific tasks.
* Compare costs for products to determine best value.

**Data Collection and Analysis**

* Learn how to conduct a valid survey by looking at examples and researching tips on survey writing.
* Use a variety of data collection methods.
* Learn to use Excel to graph survey results.
* Prepare reports using graphs, timelines, diagrams, maps, models, web designs and charts, using digital technologies.
* Interpret and analyse data.
* Analyse and compare statistical data.
* Practise reading and interpreting information from graphs.
* Learn to read and interpret the nutritional label on food items.

**Literacy**

**Reading**

* Read relevant material to find key information for research from a variety of sources and critically analyse and review these (e.g. newspapers, journal articles, internet sites, blogs).
* Identify, analyse and evaluate information from a wide variety of sources to create new understandings and knowledge.
* ****Complete proof reading worksheets and use a checklist to check written work.
* Improve spelling by learning some new spelling rules and practise editing work.
* Read about plagiarism and research tips to improve writing.
* Read information and follow directions to find out how to format a text (e.g. brief report).
* Read tips on doing presentations and do a practice presentation.
* Follow complex written instructions to learn new skills (e.g. learn how to use new computer software by following a handbook or manual or to create a product such as a recipe or other product).
* Read tips on how to set out a PowerPoint for a presentation and make two to three practice pages.
* Read interview tips and techniques and do a practice interview.
* Research techniques used in advertising.
* Research and identify the features of children’s books.
* Read and follow all OHS and W instructions (e.g. in the workplace).
* Refer to a selection of documents to compare or contrast information (e.g. features, costs, specifications).

**Writing**

Organise and conduct in-depth interviews or similar research within the community.

* Keep accurate lists.
* Plan for events.
* Write clear sequenced instructions or journal entries.
* Find out how to write a research report and write a list of features and key words to use.
* Use email for day to day communication.
* Write professional emails to Community Contacts and others seeking information or clarifying instructions.
* Use correct grammar, spelling and formatting to edit written work.
* Examine magazines to find out about the features of this genre and practise writing a short report in an appropriate style.
* Develop my research skills and summarise key information from relevant texts, reports or articles.
* Investigate the format of resumes and cover letters.
* Develop a range of drafting, editing and proof reading skills.
* Tailor writing to a specific audience.
* Write a concise report about a meeting or presentation.
* Clearly express an opinion or idea in writing, outlining decisions and choices made.
* Create specific written material to provide direction, instruction, training or support as found in a handbook.
* Write longer articles, correctly using formatting features including headings, index, footnotes and a glossary of terminology.
* Design clear, succinct and suitable questions for surveys or interviews including both open and closed questions.
* Organise and present information in different formats, with consideration to purpose and audience (e.g. report, letter).
* Use appropriate language to plan, problem solve and reflect.
* Use software to prepare a report or presentation (e.g. PowerPoint, Flash).
* Organise and present information in a range of different formats (e.g. glossaries, bibliographies, indexes).
* Present evidence of learning using written, oral and visual forms, and digital technology, appropriate to the purpose and audience.

**Speaking**

* Converse using appropriate telephone skills.
* Speak confidently to professionals outside of the school.
* Speak at an assembly or in front of an audience in the community.
* Talk with prospective donors to sponsor an activity.
* Give clear sequenced instructions of several steps to others (e.g. teach classmate new computer skill).
* Participate in an oral exchange requiring some negotiation (e.g. discuss ideas with teacher or peers)
* Listen to and note specific information from an instruction. (e.g. follows teacher instructions at beginning of lesson).
* Teach a small group of peers a new skill (e.g. How to graph on Excel, how to use iMovie, How to adjust an image on Photoshop).
* Listen to and provide feedback to others.
* Negotiate with community members beyond school to gather information and feedback.
* Participate actively in group discussion to contribute to ideas.
* Explain concepts or ideas to an audience unfamiliar with the concepts, using aids such as photos, diagrams and scaled models.