**Skill Word List to help you with your personal statements**

**WRITTEN COMMUNICATION - able to express yourself clearly in writing**

 Thinking through in advance what you want to say.

 Gathering, analyzing and arranging your information in a logical sequence.

 Developing your argument in a logical way.

 Being able to condense information/produce concise summary notes.

 Adapting your writing style for different audiences

**VERBAL COMMUNICATION - expressing your ideas clearly and confidently in speech**

 Listening carefully to what others are saying.

 Able to clarify and summarize what others are communicating.

 Helping others to define their problems. Not interrupting.

 Being sensitive to body language as well as verbal information.

 Making the right impression in a wide variety of situations by making effective use of body language, dress, conduct, speech.

 Thinking up an interesting way to put across your message to groups.

 Successfully building a rapport with your audience when speaking to groups.

**FLEXIBILITY - adapting successfully to changing situations and environments**

 Keeping calm in the face of difficulties.

 Planning ahead, but having alternative options in case things go wrong.

 Thinking quickly to respond to sudden changes in circumstances

 Persisting in the face of unexpected difficulties.

**PERSUADING - able to convince others, to discuss and reach agreement**

 Putting your points across in a reasoned way.

 Emphasizing the positive aspects of your argument.

 Understanding the needs of the person you are dealing with.

 Handling objections to your arguments.

 Making concessions to reach agreement.

 Using tact and diplomacy.

**TEAMWORK - working confidently within a group**

 Working cooperatively towards a common goal.

 Contributing your own ideas effectively in a group.

 Listening to others' opinions.

 Taking a share of the responsibility.

 Being assertive - rather than passive or aggressive.

 Accepting and learning from constructive criticism and giving positive, constructive feedback to others.

**LEADERSHIP - able to motivate and direct others**

 Taking the initiative.

 Organizing and motivating others.

 Making decisions and seeing them through.

 Taking a positive attitude to frustration/failure. Persevering when things are not working out.

 Accepting responsibility for mistakes/wrong decisions.

 Being flexible - prepared to adapt goals in the light of changing situations.

**PLANNING AND ORGANISING - able to plan activities and carry them through effectively**

 Setting objectives which are achievable.

 Managing your time effectively/using action planning skills.

 Setting priorities - most important/most urgent.

 Identifying the steps needed to achieve your goals.

 Being able to work effectively when under pressure.

 Completing work to a deadline.

**INVESTIGATING, ANALYSING AND PROBLEM SOLVING - gathering information systematically to establish facts and principles**

 Clarifying the nature of a problem before deciding action.

 Collecting, collating, classifying and summarizing data systematically.

 Analyzing the various factors involved in a problem and being able to identify the key ones.

 Recognizing inconsistencies in reasoning.

 Using creativity/initiative in the generation of alternative solutions to a problem.

 Differentiating between practical and impractical solutions.

**DEVELOPING PROFESSIONALISM**

 Accepting responsibility for your views and actions.

 Showing the ability to work under your own direction and initiative.

 Making choices based on your own judgment.

 Paying care and attention to quality in all your work.

 Taking the opportunity to learn new skills.

 Developing the drive and enthusiasm to achieve your goals.