# Skills Observation Form with Classroom Application Notes

Please note the skills and personal qualities you observe during your externship that are necessary for solid job performance. Record the ways you see these skills being used and then consider how you could incorporate teaching these skills in your classroom.

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| **Basic Skills** | **The Way the Skill Is Being Used** | **Classroom Application** |
| Listening |  |  |
| Speaking |  |  |
| Appropriate Attire |  |  |
| Body Language |  |  |
| Team Interactions |  |  |
| Technology Used |  |  |
| Quality Control |  |  |
| Customer Service |  |  |
| Selecting and using appropriate  tools/equipment |  |  |
| **Academic Skills** | **The Way the Skill Is Being Used** | **Classroom Application** |
| Reading |  |  |
| Writing |  |  |
| Mathematics |  |  |
| Scientific Concepts |  |  |
| Historical Perspective |  |  |
| Foreign Language |  |  |

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| **Thinking Skills** | **The Way the Skill Is Being Used** | **Classroom Application** |
| Creative thinking |  |  |
| Decision making |  |  |
| Problem solving |  |  |
| Seeing things mentally |  |  |
| Knowing how to learn |  |  |
| Reasoning |  |  |
| Negotiating |  |  |
| Monitoring and Correcting  Performance |  |  |
| Designing or Improving  Systems |  |  |
| Acquiring and evaluating data |  |  |
| **Personal Qualities** | **The Way the Skill Is Being Used** | **Classroom Application** |
| Individual Responsibility |  |  |
| Sociability |  |  |
| Integrity |  |  |
| Time Management |  |  |
| Respecting Diversity |  |  |
| Teaching Others |  |  |