

# Skills Audit

Skill	Not Confident	Somewhat Confident	Very Confident
I can keep to strict time limits			
I can summarise key information succinctly			
I can describe and/or analyse the style of a news item			
I can identify bias			
I can identify key issues and viewpoints in a piece of writing			
I can speak clearly and fluently, using pause and pace for effect			
I can research in order to prepare for a debate			
I can effectively lead and steer a discussion/debate			
I can ensure a group stays focused on the discussion			
I can summarise others' viewpoints and draw conclusions from a debate			