PART 2

Describe a skill that you can teach other people

You should say:

- What it is
- How you learnt it
- How you can teach others this skill
- And explain how you feel about this skill

I was struggling* to come up with** something because I don't think of myself as particularly talented or gifted*** so I wasn't sure what skill I could pass on to**** others. I'm pretty good at using a computer so if someone wasn't computer literate***** I could teach them a thing or two******, I suppose.

******to teach someone a thing or two = you are good at it

*to struggle = to find something difficult

**to come up with = to think of

***gifted = talented

****to pass on to someone = to give something to someone

*****to be computer literate = to be able to use a computer efficiently

I'm not entirely sure when I first used a PC or how I learned how to use it. It's been a gradual process* and it's something I've picked up** over many years. I've had no formal training***. I've been using one for the best part of**** a decade now so I kind of***** know what I'm doing. Don't get me wrong, I'm no expert, but I could teach someone the basics of Word, PPT, Excel etc.

*a gradual process = small stages over a period of time

**to pick up = to learn

***formal training = a training course

****the best part of = most of

******kind of = to some extent

In order to share my skills and knowledge, I would feel most comfortable* doing it face-to-face because you can see what they are doing and guide** them much more easily than doing it remotely***.

*to feel comfortable = to feel relaxed

**to guide = to show someone what to do

***remotely = in a different place

Fluency and Coherence - Organisation
Grammatical Range and Accuracy - Grammar
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I did this kind of thing a few times when I was studying at university and we were working on group projects. Some of my classmates weren't confident with using PPT so I went through* how to put together a presentation with them before we started. I do it from time to time** in my current job, mind you***, it's not in my job description****.

| *to go through = to explain | ****from time to time = occasionally | ***mind you = but; however | ****job description = a list of your duties and responsibilities in your job |

Using a computer is an essential skill because most jobs rely on* them. The problem is most workers haven't been properly trained**. PCs and software are updated*** regularly and if you don't keep your skills up to date**** then they become outdated*****. Like I said, I'm not a trained or expert PC user, but I'm a patient****** person, which is a key characteristic****** to have for teaching anyone anything so I think I can do it pretty well.

| *to rely on = to depend on | **properly trained = taught by an expert | ***updated = made more modern or up-to-date | ****up to date = recent; modern; having the latest information | *****outdated = no longer useful or modern | ******patient = calm; easy-going |

******a key characteristic = an important thing

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