

Class 7 - Skills (1)

1. Warm-up

Can you give some examples of skills (e.g. camping skills: building a campfire, putting up a tent)?

English skills – understanding people who speak English, writing emails in English;

Computer skills – using programmes like Excel or PowerPoint;

Life skills – cleaning, sharing things with others; presentation skills – explaining things well, answering questions in a friendly way;

Communication skills – talking to people when you or they are angry, explaining things well;

Reading skills – finding the most important information in a text, understanding long sentences

- Which skills do you have?
- Which skills did you develop when you were a child? Did anyone teach you these skills?
- Which skills would you use at work? Give some details.
- Which skills would you like to work on? Why?
- How could someone improve their:
 - presentation skills?
 - communication skills?
 - computer skills?

Look at the pictures. What is the difference between hard and soft skills?

HARD SKILLS



SOFT SKILLS



2. Video

Watch a video about hard and soft skills and check your ideas.

[Hard Skills vs Soft Skills](#)

Possible answers: You need hard skills to do your work and you can learn them at school or through training. You use soft skills in every job, but they are difficult to measure.

Decide which sentences are about soft skills and which are about hard skills. Then, watch the video again and check your answers.

- a) You can't do your work without them. **hard skills [00:15]**
- b) They are also called "people skills". **soft skills [00:32]**
- c) Communication is an example of this type of skill. **soft skills [00:38]**
- d) You can learn them in school or when you work. **hard skills [00:44]**
- e) You need to practise them with other people. **soft skills [00:58]**
- f) You can measure them easily. **hard skills [01:10]**
- g) You need them if you want to be successful in your job. **hard skills and soft skills [01:36]**

Match the halves to create different skills.

- a) being a
- b) being a team
- c) project
- d) driving a
- e) being
- f) time
- g) public

- 1) player
- 2) creative
- 3) good leader
- 4) management
- 5) management
- 6) speaking
- 7) car

- a) being a **3) good leader**
- b) being a team **1) player**
- c) project **4) or 5) management**
- d) driving a **7) car**
- e) being **2) creative**
- f) time **4) or 5) management**
- g) public **6) speaking**

Look at the skills in the previous exercise and discuss the questions.

- Which of the skills are hard and which are soft? If you think that some skills can be both hard and soft, explain why.

Possible answers: hard skills: driving a car, project management;

Soft skills: being a team player, project management, being a good leader, being creative, time management, public speaking

- Why are soft skills important in a workplace?

- Should soft skills be a school subject? Why/Why not?

- Is it easier for you to develop soft or hard skills? Can you give examples?

Vocabulary exercise

noun	adjective (“I am ...”)	meaning (“I can ...”)
self-confidence	self-confident	speak or act with confidence, feel sure about my own ability to do things and be successful
trustworthiness	trustworthy	be trusted by others / others can rely on me to be good, honest, sincere, etc.
empathy	empathic	understand how somebody else feels because I can imagine what it is like to be that person
assertiveness	assertive	express opinions or desires strongly and with confidence, so that people take notice, but without being aggressive
inquisitiveness	inquisitive	be very interested in learning about many different things



3. Employability

What does employability mean to you?

Watch a video to see what experts think employability means and discuss the questions.
<https://youtu.be/Q-DUeP1VISQ>

Are their thoughts similar to yours?

To what extent do you agree with their views?

How can we develop employability skills while still at school / university?

4. Prove your skills

Recruiters look for hard evidence that candidates have the skills their vacancy requires.

An instructive exercise is to list your skills together with examples of when you applied them.



Typical skills are:

problem-solving	written communication	verbal communication	adaptability
computer	project management	organisation	teamwork
interpersonal	decision making	conflict resolution	public speaking
leadership	planning & organizing	role modeling	dedication

And typical qualities include:

practical	evaluative	meticulous	creative
logical	open to new experiences	analytical	adaptable

What skills and qualities from above do you think you have?

Choose one, and find instances in your personal experience, or your training to prove it. (use the list of action verbs)

Here is a list of action verbs to describe skills and accomplishments under the professional experience heading. You should use them to describe any skills or accomplishments you may want to highlight.

- achieved
- constructed
- expanded
- led
- sampled
- adapted
- consulted
- experimented
- maintained
- scheduled
- administered
- contacted
- explored
- managed
- selected
- advertised
- contributed
- expressed
- marketed
- serviced
- advised
- controlled

facilitated
managed
set up
aided
co-operated
explored
modelled
simplified
analysed
co-ordinated
focused
modified
sold
applied
created
forecasted
negotiated
solved
approved
debugged
found
operated
sought
assembled
decided
graded
outlined
specialised
assessed
defined
guided
overhauled
spoke
assisted
delegated
handled
participated (in)
streamlined
authorised
delivered
harmonised
performed
structured
bought
demonstrated
headed
pinpointed
summarised
budgeted
described
hired
planned
supervised
built
designed
developed
hosted
prepared/ studied

calculated
diagnosed
identified
presented
supplied
classified
directed
implemented
produced
supported
collaborated
displayed
improved
promoted
surveyed
collected
distributed
increased
purchased
taught
combines
drafted
informed
reduced
tested
communicated
drew
initiated
reorganised
trained
compared
edited
inspected
researched
translated
compiled
ensured
installed
resolved
treated
computed
established
integrated
restored
troubleshoot
concentrated
evaluated
investigated
revamped
updated
conducted
examined
launched
reviewed
wrote