WARM-UP

ACTIVITY 1 : Classify the skills into transferrable and non-transferrable skills.

SKILLS	TRANSFERABLE	NON-TRANSFERABLE
6.designing building structures	☐	☐
7.installing electrical systems and wiring	☐	☐
8.learning new skills	☐	☐
9.managing time	☐	☐
10.repairing and maintaining machinery	☐	☐

LIVEWORKSHEETS

WARM-UP

ACTIVITY 1 : Classify the skills into transferrable and non-transferrable skills.

SKILLS	TRANSFERABLE	NON-TRANSFERABLE
11.serving customers	☐	☐
12.understanding tax laws	☐	☐
13.using accounting software	☐	☐
14.using basic computer programs and technology	☐	☐
15.using tools for testing quality	☐	☐

LIVEWORKSHEETS

JOB DUTIES & RESPONSIBILITIES

EXERCISE 1 : Fill in the blanks with the correct form of present simple verb in the brackets.

1. An accounting officer (process) _____ invoices and payment.
2. A financial manager (control) _____ a budget.
3. Guest relation officers (handle) _____ customers' complaints.
4. Logistics officers (monitor) _____ inventory levels.
5. A marketing manager (plan) _____ campaigns and advertising.
6. A production manager (support) _____ maintenance, and QA.
7. A QA technician (estimate) _____ raw materials and products.
8. Receptionists (serve) _____ visitors at the front desk.
9. A safety officer (inspect) _____ facilities in the workplace.
10. Storekeepers (record) _____ incoming and outgoing goods

LIVEWORKSHEETS

EXERCISE 2 : Match the job titles with the skills given on the right.

JOB TITLES

1._____ accountant
2._____ cook
3._____ inspector
4._____ maintenance technician
5._____ marketing officer
6. _____ network designer
7._____ personnel manager
8._____ phone operator
9. _____ PR officer
10._____ secretary
11._____ supervisor
12._____ translator

JOB SKILLS

a. advise people
b. assess customer needs
c. alculate numerical data
d. check jobs for accuracy
e. communicate with people
f. design a network system
g. dress a dish
h. interpret one language to another
i. plan a meeting
j. repair equipment
k. screen a phone call
l. train staff

LIVEWORKSHEETS