

When searching for a job, it is useful to be able to describe your skills. Job skills are often described in two categories: hard skills and soft skills.

Hard skills are those you learn through on-the-job or institutional training. These include skills specific to a particular occupation, such as those involved in planning and teaching for teachers, or the ability to use specialized tools for a dental technician.

Soft skills are those that can be used in any occupation. These skills are often called transferable skills because you can transfer them from one job to another. Often, these are the skills that you use and develop in everyday situations, not necessarily in relation to work. Soft skills include organizational and team work skills, as well as qualities such as initiative and attention to detail.

.....skill can be used in any job. A skill is learned for particular jobs. Being able to work well with others is askill. A teacher who knows how to plan a lesson has a skill.

Indicate whether the following are hard or soft skills:

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|---|--|
| pay attention to detail -skill | able to use dental technician tools -skill |
| write a computer program -skill | problem-solving -skill |
| do research on the Internet - skill | repair a car - skill |
| communicate effectively -skill | install carpeting - skill |
| resolving conflict -skill | facilitate meetings - skill |
| build a fence -.....skill | make contributions in meetings -skill |
| operate a cash register -skill | make decisions -skill |
| design a bridge -skill | landscape a yard -skill |
| maintain small talk -skill | wait on tables in a restaurant -skill |
| write an email or business letter-skill | nurse patients in a hospital -skill |