SOFT AND HARD SKILLS

Activity 1. Match the Soft Skills with the examples. Follow the instructions given in class.

Computer skills **Creativity** **Intercultural skills** **Leadership skills**
Learning skills **Practical and Mechanical skills** **Problem-solving skills**
Teamwork skills **Time Management skills** **Verbal Communication skills**
Written Communication skills

a) You can interact with people from other cultures without making gaffes or "faux pas".

b) You learn things quickly and make good progress in your studies; you like playing a musical instrument, learning new skills and new things.

c) You are punctual, you give your homework on time, you keep up with all your work and meet deadlines.

d) You are good at printed and online work; you like writing short stories and plays, college essays, letters and e-mails.

e) You do most of your research on the internet; you are good at word-processing, using spreadsheets and databases.

f) You are good at cooking, using your hands to make or decorate things, doing DIY (do-it-yourself) jobs.

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g) You come up with good ideas; you like planning and organizing, solving difficult problems, criss-cross puzzles, etc.

h) You like speaking one-to-one and in groups, listening to people, explaining things, using the telephone.

i) You enjoy painting and drawing, you like writing stories, thinking of new ways to do things, of better endings to books and films.

j) You are sociable and you collaborate well with other people; you like working in groups, playing team sports, acting in plays.

k) You like helping people to achieve a task, taking decisions, taking responsibility captaining a sports team, directing a play.

Activity 2. Match Column A and B to write sentences that are grammatically correct.

A	B
a) I am good at…	• a freelance designer.
b) I am…	• a vocational training course.
c) I can…	• creative.
d) I have a…	• driving license.
e) I have excellent…	• logo design.
f) I have experience as…	• photoshop skills.
g) I have studied…	• speak two foreign languages.
h) I like…	• to work in a team.

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Activity 3. Say if the examples below are Soft Skills or Hard Skills.

1. Adaptability.
2. Converting a Raster image into a Vector graphic.
3. Knowledge of Colour Symbolism in different Cultures.
4. Knowledge of Digital Design Software.
5. Proofreading (examining a text carefully to find and correct errors and mistakes).
6. Knowledge of Printing Substrates.
7. Knowledge of Psychology of Fonts.
8. Motivation.
9. Multitasking.
10. Negotiation skills.
11. Formal document writing (e.g., business letters).
12. Photoshop skills.
13. Typing speed.
14. Video editing skills.
15. Estimating costs.

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Activity 4. Say if the statements are true for you (write YES or NO).

Answer	STATEMENT
	I am very punctual; I am never late.
	I am decisive; It is not hard for me to make decisions.
	I am good at multitasking. I can do more than one thing at a time.
	I am a fast learner; I don't need a lot of explanation.
	I am good at speaking in public; I am very articulate.
	I am flexible about hours. I can do shift work.
	I like solving problems.
	I can travel at short notice.
	I am an active listener. I don't interrupt the speaker, and I pay attention to what is said.
	I am confident. I believe in myself and my abilities.
	I am good at speaking in public.
	I am energetic. I don't need to take many breaks.
	I am adaptable. I can react well to change.
	I am responsible.
	I am good at writing e-mails and letters.
	I am good at dealing with people.
	I can work under pressure.
	I am good at planning and organizing.
	I am good at prioritizing.
	I can focus on a chosen task that needs my full attention.
	I like working with my hands and creating things.
	I am ambitious. Success is my driving force.
	I like working in a team.
	I have a lot of imagination.
	I am a leader.

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