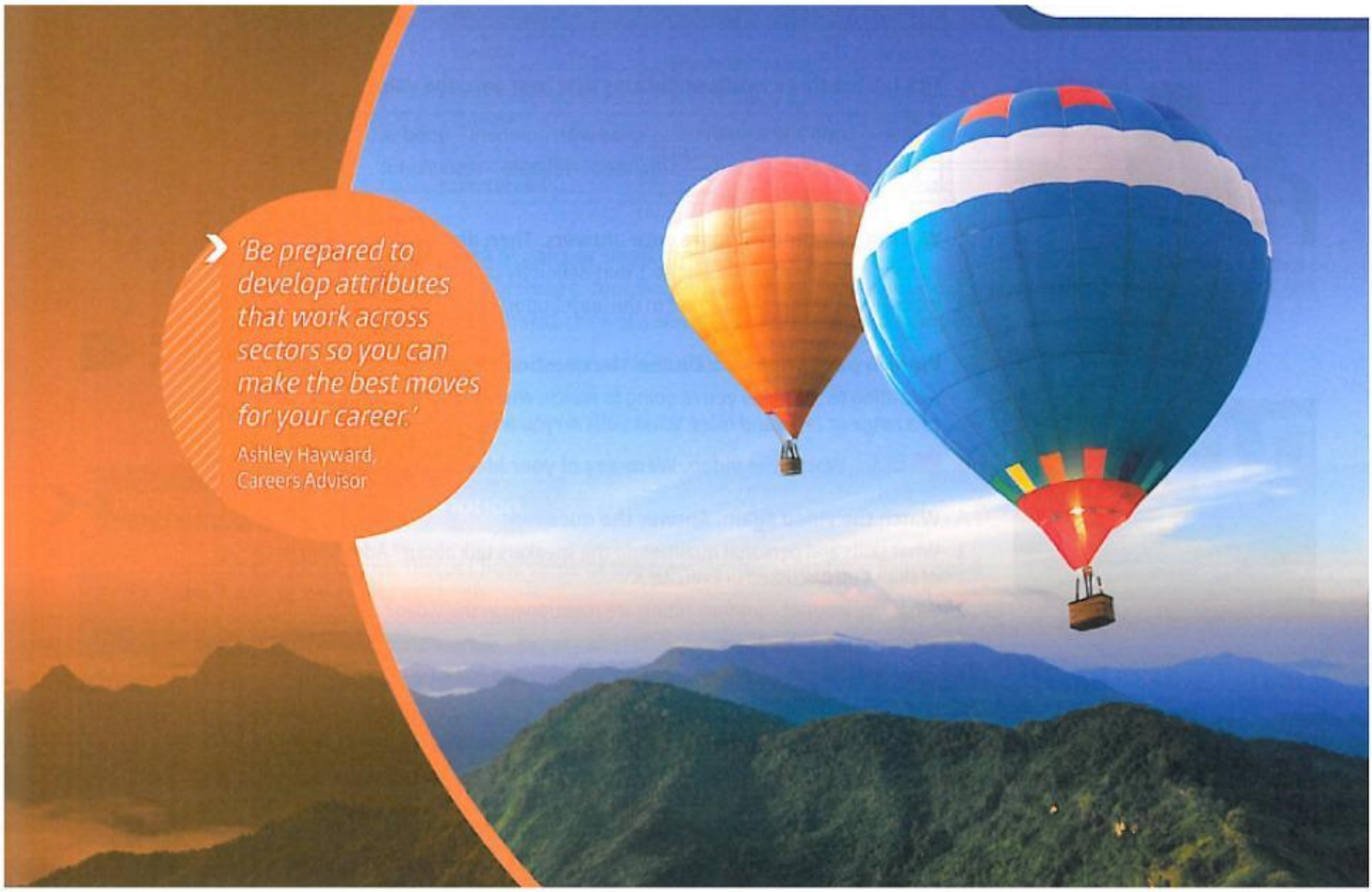
Transferrable skills



1 **Tick (✓) the three words or phrases that best describe you.**

calm	good with computers	good with numbers	good with people
good at problem-solving	organised	reliable	resourceful

2 **Work in pairs and compare your answers. Then discuss these questions.**

1 Is there an expression in Exercise 1 that definitely *doesn't* describe you?

2 Which is a) the most important b) the least important life skill in the box? Why?

3A **Work in pairs or groups. Discuss the question.**

According to the video you're going to watch, employers want *skills that can be applied to a range of tasks and roles*. What skills do you think this means? Give examples.

B ▶ 1.1.1 **Watch the video. Were any of your ideas mentioned?**

LIVEWORKSHEETS

4A Watch the video again. Answer the questions.

1 What skills and personal qualities do the speakers talk about? Add them to the list of skills you discussed in Exercise 3.

2 What five ways of communicating are mentioned in the video?

In person, ...

3 What are the three main pieces of advice the video gives?

B Work in pairs and compare your answers. Then think of two or three words to describe *unsuccessful* twenty-first-century workers.

5 Work in pairs or groups. Discuss these questions.

1 Choose one of the transferable skills or personal qualities you listed in Exercise 4A. Think of at least two different situations where it might be useful.

2 Which transferable skills are the most important in your current situation, either as a student or a professional? Are there any that aren't important?

LIVEWORKSHEETS

Transferable skills

6 **What do these words and phrases from the video mean? Match them with the best situation (a–h).**

You ...

1 can **think outside the box**.
2 have **a can-do attitude**.
3 can **set goals**.
4 use **critical thinking**.

You ...

5 have a lot of **determination**.
6 are a **team player**.
7 have **integrity**.
8 have good **communication skills**.

You ...

a decided to save money for a holiday a year in the future.
b did a difficult project without complaining.
c carefully checked information you found on the internet to make sure it was true.
d asked your teacher if you could make a short film instead of handing in an essay.

You ...

e found a wallet with a lot of money in it and returned it to the owner.
f took four tries to pass your driving test, but never gave up, and kept studying and practising.
g worked with a group of friends to start a weekend cycling club.
h spoke clearly when you gave a presentation and really listened to questions from the audience.

7 **Complete the tables with the correct words.**

Adjective	Noun
1 _____	adaptability
flexible	2 _____
3 _____	motivation
confident	4 _____
5 _____	dependability
resourceful	6 _____

Adjective	Noun
7 _____	independence
ambitious	8 _____
9 _____	passion
enthusiastic	10 _____
11 _____	honesty
authentic	12 _____

8 **Work in pairs or small groups.**

1 Think of three or four more transferable skills. Use your dictionary if necessary.
2 For each skill, think of a way that a student could develop or demonstrate the skill.

LIVEWORKSHEETS

Work in pairs. Write the words in the correct place in the table according to their stress pattern.

adaptable	adaptability	computer	confident
dependability	flexible	independent	motivation
passion	people	reliable	resourceful

1 Oo	
2 Ooo	
3 oOo	
4 oOoo	
5 ooOo	
6 oooOoo	

Work in pairs. Clap one of the stress patterns in Exercise 1. Your partner says one of the words that has this stress pattern, and uses it in a phrase or sentence.

Writing a job description

9 **Look at the jobs below. Discuss how some of the transferable skills from Exercises 6 and 7 are necessary for each job.**

accountant	construction worker	factory worker	journalist	personal trainer
politician	professional athlete	salesperson	teacher	

10A **Work in pairs. Think of a job: one from Exercise 9, one you know about or one you would like to do.**

- Write down the name of the job, e.g. personal trainer, accountant, salesperson, etc.
- List 3–5 things the person needs to do, e.g. lead classes, take care of company money, meet customers, etc.
- Identify skills that the person needs to have to take care of the responsibilities you've listed. Use skills from Exercises 6 and 7, or your own ideas.



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