SPEAKING & SOFT SKILLS

What are soft skills and why do you need them to advance in your tech career?

Soft skills (or "people skills") help you collaborate with people, handle negotiations and discussions and work as part of a team.

Unlike **hard skills** (knowledge of job-specific tools, technologies, methods etc.), soft skills are applicable in all professions and will allow you to communicate and do your job much more effectively.

EXERCISE 1A

First impressions matter! That's why it's important to be able to create a positive first impression by introducing yourself and your job in a clear and engaging way.

Listen to the three dialogues and answer the questions.

In which dialogue does the speaker:

a) Give an example of what they regularly do.

b) Explain what their job is using simple words.

c) State the impact that their job makes on the world.

LIVEWORKSHEETS

DIALOGUE 1

Track 1.3.mp3

— Nice to meet you, Lisa! What do you do?

— I work ___ robotics. I'm a design engineer.

— Oh, wow! What is that?

— Well, my job is to design how the robot is going to look. I also _____ that all the technical components we are using will actually work when we put them together.

— That sounds really exciting!

— It is! Anyways, what do you do_____?

DIALOGUE 2

Track 1.4.mp3

— So, you're a freelancer, huh?

— Yeah, I'm a _____ . I mostly work on my own. On an average day, I get a new project from a client, estimate how much time it will take, _____ of the design, code it up and send it to the client.

— It's probably a fun job.

— What I like about it is that I can do a really_____ of projects. For example, right now I'm working on an e-commerce website for a pretty big company and next week I'm going to work on a blog for a fashion designer!

LIVEWORKSHEETS

DIALOGUE 3

Track 1.5.mp3

— So, your sister tells me you own a business?

— Yes, I _____ that help developers and business owners meet and network with each other. We have 2000 users right now. 400 of them found a job in the last 3 months and 80 of them are now building their own startups!

— Really! That's amazing!

— Thank you! So what about you? Where do you work?

— I actually work ___ a small web agency as a back-end developer. I can _____ full-stack development as well and, in fact, I'm currently looking for a full-stack developer job.

— Sounds like you could use my platform!

— Totally! What's it called by the way?

EXERCISE 1B

Listen again and try to complete the gaps with the missing words.

EXERCISE 1C

Introduce yourself and your job using the list of useful phrases.

LIVEWORKSHEETS

WRITING & SOFT SKILLS

Elevator pitch

What is an elevator pitch?

An elevator pitch is a quick overview of your background and skills or a brief description of any products you want to sell. An elevator pitch is called so because it shouldn't last longer than a typical elevator ride (30 seconds - 1 minute). After all, you don't want to bore your listeners, do you?

Where can you use an elevator pitch?

- At job fairs and networking events
- At interviews as an answer to "Tell me about yourself"?
- In your LinkedIn "About" section
- On your website or blog
- When you introduce yourself to a new client or team

USEFUL PHRASES

- I work in... (QA/Robotics/e-commerce)
- I work as a... (QA engineer) ...at/-for... (company name)
- I help... (HR consultants get more clients)
- I take care of / I handle... (all testing processing)
- My job is to...
- I do... (full-stack development)
- I make sure that...
- I oversee / I'm in charge of... (Cloud Integration processes)
- Right now I am... (developing / creating)

LIVEWORKSHEETS

You will have to modify your elevator pitch to suit a particular purpose or occasion. For example, when you introduce yourself to a colleague, your pitch is going to be shorter and less sales-y than when you are introducing yourself at a networking conference.

However, it is useful to have a written main draft of your elevator pitch that you can easily edit based on your needs.

Steps of a good elevator pitch:

"My name's Stephan Popadic and I'm a full-stack web designer. I help startups create growth-driven products and brands"

1. **Who you are and what you do.**

2 - **Identify a problem you can solve and explain how you solve it.**
"In today's busy world, your customers are constantly bombarded with different marketing messages, which makes it significantly more difficult for customers to focus and make the right choice.

3- **In order to stand out, your signal should be clear and precise**. I design memorable customer experiences that allow startups to communicate their message and value to their target audience by using cutting-edge web tools and my knowledge of business strategy."

LIVEWORKSHEETS