

# Skills for Success: What Can You Do?



1) Do you know the difference between HARD and SOFT SKILLS? Look at the following image and match the definitions below.

## Hard Skills



Bilingual or multilingual



Statistical analysis



User interface design



Typing speed



Surgical proficiency



## Soft Skills



Effective communication



Critical thinking



Teamwork



Multitasking



Time management

### HARD SKILLS

personal qualities that affect how you work.

### SOFT SKILLS

abilities you learn for a job.

2) Watch a video about hard and soft skills. *Intentá verlo primero sin subtítulos y después con subtítulos en inglés. Resistí la tentación de activar los subtítulos en español, ¡vos podes! ;)*

Watch the video and decide which sentences are about soft skills and which are about hard skills.

|  | HARD SKILLS | SOFT SKILLS |
|--|-------------|-------------|
| a) You can't do your work without them.                      |             |             |
| b) They are also called "people skills".                     |             |             |
| c) <i>Communication</i> is an example of this type of skill. |             |             |
| d) You can learn them in school or when you work.            |             |             |
| e) You need to practise them with other people.              |             |             |
| f) You can measure them easily.                              |             |             |
| g) You need them if you want to be successful in your job.   |             |             |

### 3) Classify the following skills into hard and soft.

|                              |                         |
|------------------------------|-------------------------|
| understand people's feelings | give a presentations    |
| design images                | guide a team            |
| solve problems               | speak another language  |
| work well with others        | think of new ideas      |
| finish my work on time       | use a computer          |
| use a computer               | adapt to new situations |

### ACTIVITIES FOR NEXT CLASS

4) Which skills do you think an **ENGINEER** should have? Choose 2 hard skills and 2 soft skills from the list above.



5) What skills do you need for your job?

- Make a list of hard and soft skills that are important for your job.
- Use skills from Activity 3 and add your own ideas.

6) Do you have all these skills?

- Write sentences using CAN or CAN'T to describe your skills.  
Example: *I can speak another language, but I can't finish my work on time.*