2. Match each definition (A–K) to the correct personal skill (1–11). Write the number of the skill next to the letter.

Personal Skills:

1. Attention to detail
2. Communication skills
3. Computer programming
4. Critical thinking
5. Design skills
6. Leadership skills
7. Negotiation skills
8. Organization skills
9. Problem-solving skills
10. Teamwork
11. Time management

Definitions

A. The ability to work well with others to achieve a common goal.
B. The skill of analyzing information carefully to make good decisions.
C. The ability to explain ideas clearly and listen to others effectively.
D. The skill of managing tasks and deadlines efficiently.
E. The ability to create functional and attractive visual solutions.
F. The capacity to find solutions to difficult or complex issues.
G. The habit of noticing small mistakes or details that others might miss.
H. The ability to plan and structure activities, resources, and time effectively.
I. The skill of guiding and motivating a team to reach objectives.
J. The ability to reach agreements that satisfy all parties in a discussion.
K. The ability to write code and develop software programs.

LIVEWORKSHEETS