WORKSHEET: HARD SKILLS VS. SOFT SKILLS

Industrial & Workplace English • Pre-Intermediate (A2-B1)

STUDENT NAME: _____ **DATE:** _____ **SCORE:** _____

1. VOCABULARY MATCH — KEY CONCEPTS

Match the term on the left with its correct definition on the right. Write the letter (A-E) in the boxes.

1.	Hard Skills	☐	**A.** The ability of two or more people to work together effectively to achieve a goal.
2.	Soft Skills	☐	**B.** Technical abilities that can be taught, measured, and tested (e.g., operating machinery).
3.	Troubleshooting	☐	**C.** Personal attributes and communication habits that help people interact well with others.
4.	Teamwork	☐	**D.** Following safety guidelines and wearing PPE (Personal Protective Equipment) on the plant floor.
5.	Safety Mindset	☐	**E.** The process of identifying, analyzing, and solving technical problems or machine errors.

2. SKILL CATEGORIZATION — INDUSTRIAL PLANT CONTEXT

*Classify the industrial skills from the Word Bank into **Hard Skills** or **Soft Skills**.*

Operating a CNC Machine | **Active Listening** | **Reading Blueprints** | **Time Management**
PLC Programming | **Conflict Resolution** | **Calibrating Sensors** | **Patience under Pressure**

HARD SKILLS (Technical Abilities)	SOFT SKILLS (Interpersonal Abilities)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

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3. MULTIPLE CHOICE — REAL WORKPLACE SCENARIOS

Choose the correct option (A, B, C, or D) for each industrial workplace situation.

1. Machine line 4 stops unexpectedly. Technician Marcos quickly inspects the electrical system and replaces a blown fuse in 5 minutes. Which skill did Marcos demonstrate?

- ☐ A. Interpersonal empathy
- ☐ B. Technical Hard Skill
- ☐ C. Public Speaking
- ☐ D. Negotiating prices

2. During a shift handover, Sarah clearly explains a small mechanical issue to the incoming technician so they avoid an accident. Sarah is showing strong:

- ☐ A. Soft Skills (Communication)
- ☐ B. Hard Skills (CAD design)
- ☐ C. Programming skills
- ☐ D. Mathematical calculation

3. Which of the following skills is the most difficult to measure with an exam or test?

- ☐ A. Typing speed (words per min)
- ☐ B. Welding certified level
- ☐ C. Emotional composure / Calmness
- ☐ D. Operating a forklift

4. Why are Soft Skills essential for industrial plant supervisors?

- ☐ A. They only need to fix machines
- ☐ B. They need to lead teams and solve conflicts
- ☐ C. Soft skills replace safety rules
- ☐ D. Soft skills are required by law

4. FILL IN THE BLANKS — ACTION VERBS WITH "SKILLS"

Complete the sentences using the verbs in the box: ***improve | measure | develop | practise | work on***.

a) To get a promotion to plant supervisor, Carlos needs to _____ his leadership skills.

b) New operators must _____ their technical skills in a safe environment before using real machines.

c) Human Resources uses practical tests to _____ hard skills during job interviews.

d) Working in a team helps technicians _____ essential life and communication skills.

e) Taking an English course will help engineers _____ their international presentation skills.

5. PERSONAL REFLECTION & WRITING

Answer the questions in complete sentences in English (20-30 words each).

1. What is ONE Hard Skill and ONE Soft Skill you use in your job every day?

2. Which soft skill do you think is most important in an industrial emergency? Why?

LIVEWORKSHEETS

💡 **LiveWorksheets Config Tip for Teachers:**
• **Ex 1 (Match):** Use `join:1` to `join:B` commands. • **Ex 2 (Drag & Drop):** Set `drag:1..8` on terms and `drop:1..4` in column boxes. • **Ex 3 (Multiple Choice):** Use `select:yes` for correct answers and `select:no` for incorrect ones. • **Ex 4 (Fill in Blanks):** Insert text box with exact key (e.g. `work on` / `practise` / `measure` / `develop` / `improve`).

LIVEWORKSHEETS