

SOFT SKILLS – VOCABULARY MULTIPLE CHOICE

1. Being able to express your ideas clearly and listen to others is an important _____ skill.
A. communication
B. technical
C. financial
D. physical
2. Good _____ skills help employees work effectively with people from different backgrounds.
A. teamwork
B. typing
C. accounting
D. programming
3. If you can find new and effective ways to solve problems, you have good _____ skills.
A. creative
B. creativity
C. creation
D. creatively
4. Employees need good _____ skills to decide what tasks are most important and complete them on time.
A. time management
B. communication
C. negotiation
D. listening
5. _____ means being able to understand and share another person's feelings.
A. Leadership
B. Empathy
C. Confidence
D. Responsibility
6. A good leader should be able to _____ team members and encourage them to achieve their goals.
A. motivate
B. avoid
C. interrupt
D. complain
7. When two people have different opinions, good _____ skills can help them reach an agreement.
A. negotiation
B. presentation
C. organization
D. concentration

8. Being _____ means believing in your own abilities and being willing to express your ideas.

- A. confident
- B. responsible
- C. flexible
- D. patient

9. Employees who can easily adapt to new situations and changes are considered _____.

- A. flexible
- B. punctual
- C. reliable
- D. creative

10. A person who always completes their tasks on time and can be trusted is _____.

- A. responsible
- B. reliable
- C. competitive
- D. independent