

## Soft Skills: The Secret Superpowers

When people talk about skills for a job, they usually think about hard skills – specific abilities like typing, programming, or operating a (1)..... But soft skills are just as important. Soft skills are personal qualities that help you work well with others and succeed in any job. They are often called “people skills” or “interpersonal skills.”

(2).....

Being able to explain your ideas clearly and listen to others is a valuable skill in any workplace. For example, a waiter needs to explain the menu to customers, while a doctor must listen carefully to a patient’s symptoms.

(3).....

Working well with others is essential for most jobs. Imagine a project where one person handles research, another does the writing, and someone else presents the final product. With no cooperation, the project might fail.

(4).....

Every job has challenges, and employers want workers who can find solutions. For example, if a delivery driver’s GPS stops working, they need to figure out a way to deliver the package on time.

(5).....

The ability to adjust to new situations is critical in today’s fast-changing world. For instance, during the pandemic, many teachers had to quickly learn how to teach online instead of in a classroom.

(6).....

Organizing your time well helps you meet deadlines and avoid stress. A student who balances homework, sports, and a part-time job shows excellent time management skills.

(7).....

Understanding other people’s feelings is a valuable skill, especially in jobs that involve helping others. For example, a nurse needs empathy to comfort patients, and a shop assistant needs it to deal with upset customers.

Soft skills are important because they help you build relationships, solve problems, and adapt to new

(8)..... They also make the workplace more enjoyable for everyone. Imagine working with someone who is kind, a good listener, and always on time—it would make your job much easier!

In some jobs, soft skills are more important than hard skills. For example, a babysitter needs patience and empathy to care for children. A tour guide needs communication and adaptability to handle different types of tourists. Even in (9)..... fields like engineering, teamwork and problem-solving are essential for success.

Soft skills are not just “extras” – they are the foundation of success in any job. Whether you are serving coffee, teaching students, or (10)..... a building, your soft skills will help you stand out and work well with others.

### Word Bank

Time Management, challenges, Problem-Solving, designing, Adaptability, helpful, Communication, machine, Empathy, technical, Teamwork