



Soft Skills

1. Look in your dictionary. Match the sentences with the skills.

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| <u>4</u> a. Sorry. I'll fix that now. | 1. solve problems |
| ___ b. But <i>why</i> is Plan B better for us? | 2. clarify instructions |
| ___ c. The solution is online training! | 3. make decisions |
| ___ d. Let's choose Plan B. | 4. respond well to feedback |
| ___ e. We're starting on line 15. Right? | 5. think critically |

2. Read the conversations. Circle the words to complete the sentences.

Ana: I'm sorry, but Mr. Rodriguez is on the phone.

Ben: That's OK. I can wait.

a. Ben is honest / patient.

Leo: Can you speak Spanish?

Eva: No, but I'm going to take a Spanish class next month.

b. Eva is managing time / willing to learn.

Bao: Can you type fast?

Feng: No, not really.

c. Feng is honest / positive.

Jan: We have a lot of work!

Tom: Yes. Let's finish this report before lunch.

d. Tom is thinking critically / managing time.

3. What about you? How often are these statements true for you? Check (✓) the columns.

	Always	Often	Sometimes	Never
a. I am patient.				
b. I manage my time well.				
c. I am a positive person.				
d. I communicate clearly.				
e. I cooperate with other people.				

CHALLENGE Think about a job. Which soft skills are important for that job? Why?