

**1. Look at the photos of people learning and discuss the questions.**

- What do you think they are learning?
- Would you like to be in any of these situations? Why/Why not?
- Do you like learning new things? Why/Why not?

**2. Read the sentences and underline seven verbs which go with the noun *skills*.**

- a) My grandparents taught me some camping skills.
- b) If you want to study in the US, you should improve your English skills.
- c) He still needs to work on his computer skills if he wants to get that job in the office.
- d) Sharing a room with a sibling can help children develop important life skills.
- e) I'm going to a conference next week, which means I will have to use my presentation skills.
- f) He wants to work in customer service, but he needs to practise his communication skills.
- g) This exam will measure your reading skills.

**3. Look at the underlined verbs in ex. 2 again. Can you find two pairs of synonyms?**

improve = develop; work on = practise

**4. There are different types of skills in each sentence in ex. 2. Find them and discuss the questions.**

## Skills for the job

- Can you give some examples of the skills (e.g. camping skills: building a campfire, putting up a tent)?

Possible answers: **English skills** – understanding people who speak English, writing emails in English; **computer skills** – using programmes like Excel or PowerPoint; **life skills** – cleaning, sharing things with others; **presentation skills** – explaining things well, answering questions in a friendly way; **communication skills** – talking to people when you or they are angry, explaining things well; **reading skills** – finding the most important information in a text, understanding long sentences

- Which skills do you have?
- Which skills did you develop when you were a child? Did anyone teach you these skills?
- Which skills do you use at work? Give some details.
- Which skills would you like to work on? Why?
- How could someone improve their:
  - presentation skills?
  - communication skills?
  - computer skills?

### 5. Look at the pictures. What is the difference between hard and soft skills?

#### HARD SKILLS



#### SOFT SKILLS



### 6. Watch a [video](https://youtu.be/0FFLFCB9xfQ) [https://youtu.be/0FFLFCB9xfQ] about hard and soft skills and check your ideas in ex. 5.

Possible answers: You need **hard skills** to do your work and you can learn them at school or through training. You use **soft skills** in every job, but they are difficult to measure.

7. Decide which sentences are about soft skills and which are about hard skills. Then, watch the [video](#) again and check your answers.

- a) You can't do your work without them. **hard skills** [00:15]
- b) They are also called "people skills". **soft skills** [00:32]
- c) Communication is an example of this type of skill. **soft skills** [00:38]
- d) You can learn them in school or when you work. **hard skills** [00:44]
- e) You need to practise them with other people. **soft skills** [00:58]
- f) You can measure them easily. **hard skills** [01:10]
- g) You need them if you want to be successful in your job. **hard skills and soft skills** [01:36]

8. Match the halves to create different skills.

- |                          |                |
|--------------------------|----------------|
| a) being a <b>3</b>      | 1) player      |
| b) being a team <b>1</b> | 2) creative    |
| c) project <b>4/5</b>    | 3) good leader |
| d) driving a <b>7</b>    | 4) management  |
| e) being <b>2</b>        | 5) management  |
| f) time <b>4/5</b>       | 6) speaking    |
| g) public <b>6</b>       | 7) car         |

9. Look at the skills in ex. 8 and discuss the questions.

- Which of the skills are hard and which are soft? If you think that some skills can be both hard and soft, explain why.

**Possible answers: hard skills: driving a car, project management; soft skills: being a team player, project management, being a good leader, being creative, time management, public speaking**

- Why are soft skills important in a workplace?
- Should soft skills be a school subject?  
Why/Why not?
- Is it easier for you to develop soft or hard skills? Can you give examples?



**10. Look at the skills in the box and decide which fit best into each category below. Explain your choices.**

being a good leader	being a team player	being creative
project management	communication skills	computer skills
public speaking	time management	writing in English

- the three most important skills for a social media specialist
- three skills which take the most time to learn
- the three most important skills in the job market today
- three skills which are the most difficult to measure