

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*.

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

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