



School of
Creative Technologies

Worksheet: What Are Soft Skills Anyways?

In this assignment, you must select 5 different soft skills either from the source material provided, or from your own personal experience and understanding of soft skills. (for instance: **resourcefulness, empathy, critical thinking**). You will meet with your team on MS TEAMS and work out acceptable definitions of these soft skills and **why they are important to employers**. You can do online research, draw from your own personal experiences, brainstorm, pool research findings, and collaborate to produce a short original summary of each soft skill, including an illustrative example.

WHAT TO DO

Here's a checklist to help you complete this worksheet with your team.

1. Find your fellow team members through D2L, then set up a meeting in-person or on MS Teams. Choose a team leader and inform your instructor.

2. Identify the soft skills your team is working on.

Choose 5 different soft skills to do write ups on

3. Discuss what each soft skill means and why it is valuable to employers.

Collaboration time! Share your thoughts, experiences, and research with your team.

4. Write up a short summary of each soft skill and include examples.

For each soft skill, your team should agree on a description and illustrative example. Write up a draft first, editing it until everyone on your team is satisfied. Make sure everyone on the team contributes to the draft, and check spelling and grammar carefully as both are heavily weighted.

5. Copy your final work to the submission form.

When everyone on the team is happy with the result, your Team Leader will upload your work as a PDF to the assigned D2L Dropbox. **Make sure your team only submits one response!**

Remember, copying and pasting from an online source is plagiarism. Work with your team to describe each soft skill using original words. If you're stuck on this, have one person on the team explain it to another while a third writes down the explanation. If you do use outside sources, be sure to cite your sources using APA styles. Failure to cite your work will cost you marks.

EXAMPLE:

RESOURCEFULNESS - Resourcefulness is a soft skill that is important to employers because they expect you to find solutions to problems. Being resourceful means, you will take initiative to find the information you need, try alternative approaches to solving a problem, and make use of people, tools, services, techniques, and best practices to get a job done. As an example, I recently had to figure out how to get to college from my apartment in the northeast, but there are no direct bus routes. I tried Google and the transit website, but they gave different suggestions, so I left early and tested out each approach to find the best one.

HOW TO GET TOP MARKS

Discuss each soft skill with your team; pool your research findings; as a team write a clear, concise, and coherent summary of each soft skill in your own words; use a meaningful example; ensure there are no spelling, grammar, or sentence structure errors; proofread carefully; ensure your writing has a sensible flow of ideas; write to impress your audience; avoid submitting incomplete or superficial work; follow submission guidelines properly and submit on time!

ASSESSMENT CHECKLIST**What Are Soft Skills Anyway?**

Here is the grid we will use to assess each team's work. Please note the significant weight attached to spelling, grammar, and sentence structure.

Presents a reasonable, coherent, and concise explanation of assigned soft skills	/50
Presents a reasonable example of assigned soft skills	/50
Total	/100
Spelling/grammar/sentence structure (@5/ea)	
Plagiarized or unoriginal work (0% + academic sanction)	
Total adjusted	/100