

# Soft Skills Vocabulary — Quick Reference

## To go the extra mile / To go above and beyond

- **Definition:** Do more than is expected
- **Example:** “She went the extra mile to help her teammate finish the project.”

## Personal appearance / Smart appearance

- **Definition:** How you are dressed; wearing clean, neat, appropriate clothes
- **Example:** “John is smartly dressed for the client meeting.”

## Personal grooming

- **Definition:** Being well presented: clean hair, hygiene, appropriate make-up
- **Example:** “Good personal grooming creates a positive impression.”

## Accountability

- **Definition:** Taking responsibility for actions and results
- **Example:** “As a project leader, Maria shows accountability by tracking progress daily.”

## Assertiveness

- **Definition:** Behaving confidently and expressing your opinion respectfully
- **Example:** “Be assertive: share your ideas clearly in the team meeting.”

## Team Spirit

- **Definition:** Collaborating effectively with others
- **Example:** “Team spirit is important when working on group projects.”

## Problem Solving

- **Definition:** Finding solutions to challenges
- **Example:** “He solved the issue by reorganizing the task priorities.”

## Communication Skills

- **Definition:** Explaining yourself clearly
- **Example:** “Good communication helps avoid misunderstandings.”

## Adaptability

- **Definition:** Adjusting to new situations
- **Example:** “Being adaptable helped her manage the unexpected change in the schedule.”

## Positive Outlook / Can-do mindset

- **Definition:** Focusing on possibilities rather than obstacles
- **Example:** “She maintained a can-do mindset even during tough deadlines.”