

1. Define the term soft skills and describe 3 soft skills. (8 BE)
2. „Preparation is the half of life.” (4 BE)
Show that this statement also applies to the job interview.
3. Describe how an e-mail is structured. (Please skip the addresses) (6 BE)
4. Rewrite the sentences written in informal language into formal language. (5 BE)

a) I think that ...

b) Finding enough water for everyone in the world is still a huge problem.

c) Nobody can say how climate change will affect water supply.

d) They did a survey on the way people use water.

e) In this essay, I will look at ...

5. Should formal or informal language (or both) be used in the following situations? (5 BE)

	formal	informal	both
a) Buying a hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Phoning you child's school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Meeting a friend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Talking to a neighbour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) At a parent's evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Are these statements from people who have a close or distant relationship? (4 BE)

	close	distant
a) Cool haircut!	<input type="checkbox"/>	<input type="checkbox"/>
b) I think you may be mistaken that point	<input type="checkbox"/>	<input type="checkbox"/>
c) I'm afraid I'm not entirely satisfied with the service.	<input type="checkbox"/>	<input type="checkbox"/>
d) You must be joking!	<input type="checkbox"/>	<input type="checkbox"/>

Gesamtpunktzahl: 32 BE

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
31,5	31	30,5	28,5	26,5	24,5	23	21	19	17	15	13	11	9	6,5