

# Necessary skills at work

VOCABULARY

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2335V	English

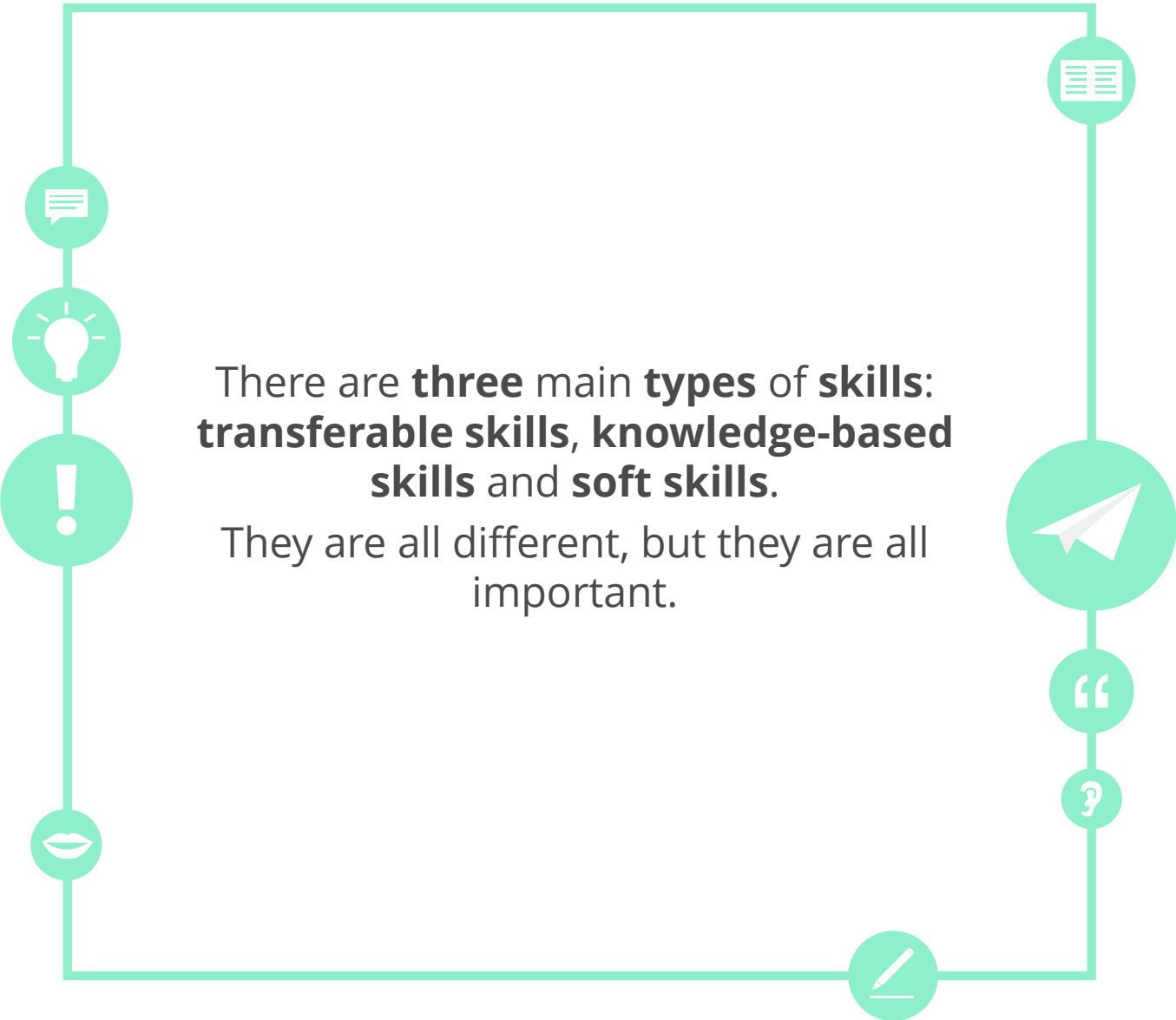




## Goals

- Can identify and describe in simple terms necessary skills at work.
- Can engage in a short conversation about the main categories of skills at work.





There are **three** main **types** of **skills**:  
**transferable skills**, **knowledge-based skills** and **soft skills**.

They are all different, but they are all important.



## Preview and warm-up

In this lesson, you are going to learn **new vocabulary** to talk about different **types** of **skills** at **work**.



I have lots of **transferable skills**.

## transferable skills

**Transferable skills** are **skills** that you can use in lots of **different** types of **jobs**.



**Transferable skills** can be used in any job.

analytical skills

data

**Analytical skills** are about **collecting** and **processing** information. The information we use to do this is often called **data**.



I have good **analytical skills**.

writing skills

texts



I have very good **writing skills**, I can write any type of **text**.



## New words

organisation

One of my best skills is **organisation**.  
I always know how to use my time.



planning

I did a lot of **planning** in my previous  
job.







## Fill in the gaps

Fill in the gaps with the words on the right

1. I have great \_\_\_\_\_ skills because I did a lot of \_\_\_\_\_ for large events in my previous job.
2. I worked with a lot of \_\_\_\_\_ in my last job, especially with numbers, so I have good \_\_\_\_\_ skills.
3. I often created \_\_\_\_\_ like blogs and articles for our company website so I have good \_\_\_\_\_ skills.

planning

data

writing

organisation

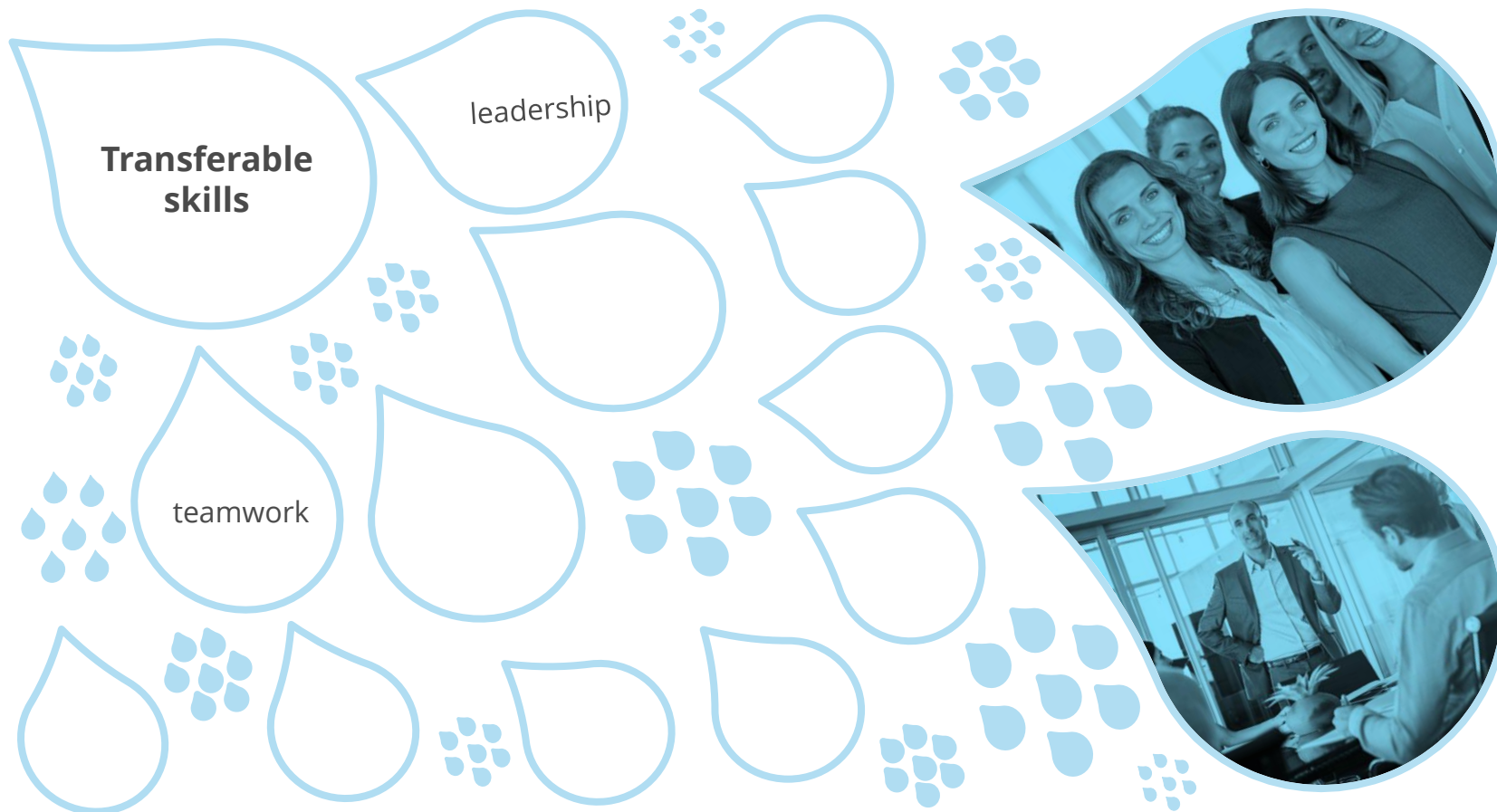
texts

analytical



## Brainstorm

What other transferable skills can you think of?





## Your transferable skills

**Make sentences about yourself like the ones below. Use the examples on p.9 to help too**



I have good leadership skills because I managed a team of 5 people in my last job.

I have always worked in large teams, so I have good teamwork skills.

## knowledge-based skills

**Knowledge-based skills** are **knowledge** you have about a **certain subject**.



**Knowledge-based skills** are different in every industry.

## language skills



**Language skills** are about how well you speak a foreign language.

to speak well...

If you want to say **how well** you **speak** a **language**, you can say ***I speak English very well.***



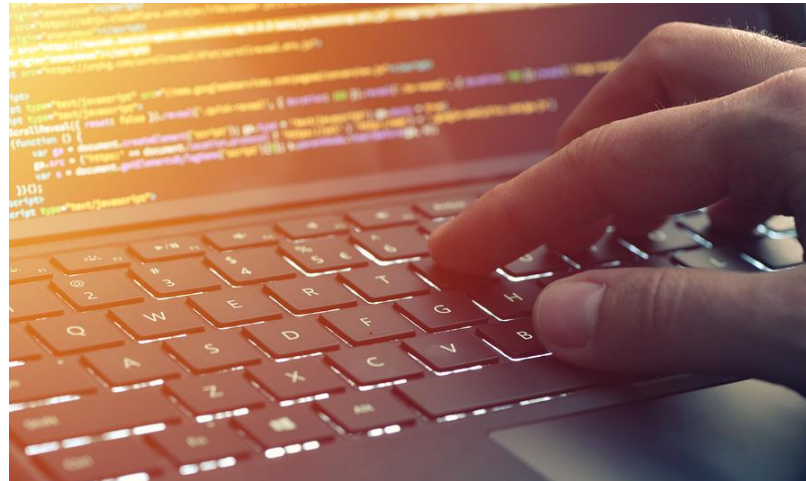
I **speak** French **well**.



technical skills

IT skills

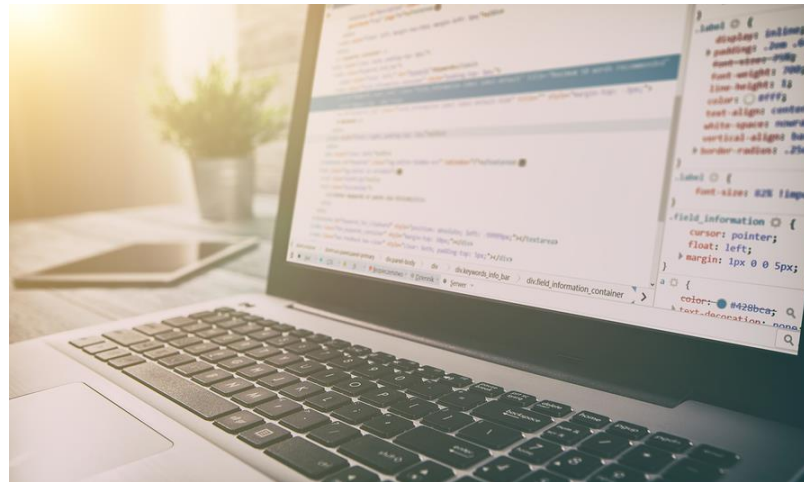
**Technical skills** relate to **technology** and **machines**. **IT skills** relate to **computers**.



He has great **IT skills**.

to be a [...] user of...

To say **how well** you can use a particular type of software, you can say you are ***an advanced/an intermediate/a beginner user*** of it.



I **am an advanced user of** Microsoft Office.





## Knowledge-based skills

Fill in the gaps with words from the previous slides.



I work with computers so I have good \_\_\_\_\_ skills.



I have great \_\_\_\_\_ skills – I speak French, German and Russian.



I am a \_\_\_\_\_ user of Photoshop. I don't really know anything about it.



## Your knowledge-based skills

What kind of **knowledge-based skills** do you have?

Which skills are very important in your **industry**?



## soft skills

**Soft skills** are skills that help **people work** and **communicate** with other **people well**.



**Soft skills** are very important in modern workplaces.



## New words

### communication skills

**Communication skills** help us talk and communicate with other people.



### people skills

**People skills** are skills which help us relate well to other people.



### listening skills

**Listening skills** are about listening carefully and effectively.



## empathy



People with **empathy** can imagine how other people are feeling.



## New words

creative thinking

**Creative thinking** means thinking of something new.



work ethic

People with a good **work ethic** work hard.





## Fill in the gaps

Fill in the gaps with the words below.

communication

people

empathy

work ethic

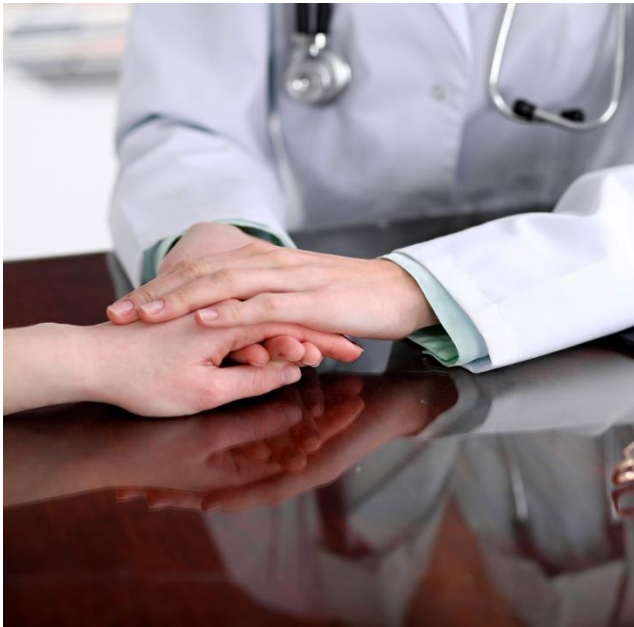
1. Zoe is a psychologist, so \_\_\_\_\_ is very important; she always tries to imagine how her patients feel.
2. \_\_\_\_\_ skills are really important for team leaders. They need to be able to tell everyone clearly what they want them to do.
3. Harry has an excellent \_\_\_\_\_. He arrives early and leaves when the work is finished.
4. \_\_\_\_\_ skills are very important for doctors. They need to be able to relate to people.





## Soft skills

**Ask and answer the questions below with your classmates**



1

Which soft skills do you have?

2

Which soft skills do you need to improve?

3

How can you learn soft skills? Is it possible?





## Read the text with your teacher

Dear Mr Andrews,

I would like to tell you something about my skills and why I am suitable for the job of marketing manager.

First, I have a lot of transferable skills from my previous job with Sony. I have good analytical skills because in the marketing department we analyse a lot of data. I also wrote for our company blog so I have great writing skills.





## Read the text with your teacher

I speak very good Spanish because in my previous company I worked with a lot of clients in Latin America.

As for my soft skills, I have excellent communication and listening skills, because I always work in large teams. I also have good creative thinking skills which are essential for a marketing manager.

Thank you for your attention,  
David Keane





## Multiple choice

1. Which of these skills did David not mention?

- a. communication      b. teamwork      c. listening      d. analytical

2. David speaks very good Spanish because he had a lot of clients in...

- a. North America      b. Spain      c. Mexico      d. Latin America

3. Which skill does David say is essential for a marketing manager?

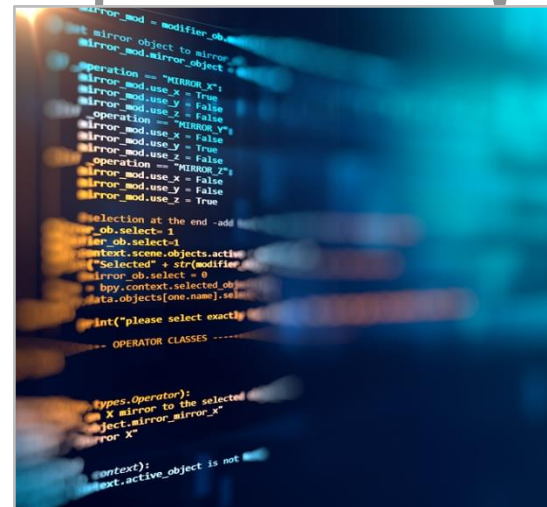
- a. creative thinking      b. analytical      c. communication      d. people



## Soft skills

David wants to get a job as a marketing manager. Imagine you want a job as a software engineer. Which skills would you talk about in a letter like David's? Do you need the same skills?

- Transferable skills
- Knowledge-based skills
- Soft skills





## Game

- Look at the people below.
- Which skills do you think are most important in their profession?





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no




## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

**Exercise p. 27**  
1. C, 2. D, 3. A

**Exercise p. 23**  
1. empathy, 2. communication, 3. work ethic, 4. people

**Exercise p. 17**  
IT, language, beginner

**Exercise p. 9**  
1. organisation, planning, 2. data, analytical, 3. texts, writing







## Complete the sentences

**Complete the sentences with your own ideas.**

1. A software developer needs to have transferable skills such as...
2. A nurse should have soft skills like...
3. My boss has knowledge-based skills such as...



## Writing

**Imagine you are applying for the job you have now. Write an email similar to David's on pp. 25 – 26 talking about the skills you have, how you got those skills, and why they are useful.**

-□×

To: The hiring manager

Subject: My skills

Dear...



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