

Textbook page 89 B6

a.) Summarise the text in German.

In dem Text geht es um Soft und hard skills.

b.) Collect hard and soft skills and make a list!

Hard skills:

- typing
- languages
- repairing cars
- computer programming
- software knowledge
- Accounting
- programming languages
- machine guidance

Soft skills:

- politeness
- reliability
- good communication
- ability to work in a team
- self-discipline
- ability to criticise
- flexibility
- empathy
- time management

c)

1. How and where can you learn hard skills?

You can learn hard skills at school, on the job or from life experience. You can even try and teach yourself skills like using a particular computer program.

2. When are soft skills really important?

They are really important when you talk to an employer on the phone or in an interview.

3. How and where can you learn soft skills?

You learn soft skills at school and at home.

4. How could you improve your skills?

You can always improve your hard and soft skills.