

- 7 a) 1. = c      4. = a  
 2. = b      5. = a  
 3. = c      6. = a

3      b) 14 Points  
 3  
 1  
 3  
 1  
 3  
 ———  
 14

- c) 1. = being on time.  
 2. = ability to work in a team.  
 3. = organisational skills  
 4. = listening skills  
 5. = dispute resolution ability  
 6. = ability to work in a team.

## B8 Soft skills

a) Read about four people. Then note down which soft skills they have or don't have.

When working on school projects, Aria has lots of good ideas. Her products are always interesting and very creative. She prefers to work on her own because she thinks that group discussions are useless.

Eli likes doing partner and group work. He listens carefully to his classmates and does his best to get a good team result. As he is quite shy, he really hates giving presentations. He gets very nervous when he has to talk in front of the class.

Jace is a bit chaotic. His desk is often a mess and he sometimes forgets things. But his classmates enjoy working with him anyway because he often contributes good ideas to discussions and is very helpful.

Mia has very good manners, which is why her teachers like her. Her friends believe they can count on her. In class she often comes up with ideas that nobody else has thought of. Mia does not like homework projects that she has to do on her own.

Name	Soft skills the person has	Soft skills the person doesn't have
Aria	is creative, is able to work on her own.	doesn't have skills to group work
Jace	has is chaotic, is able to work in group, is helpful	doesn't is organise
Eli	is able to doing partner and group works, is listening	doesn't have a good communication
Mia	is able to do group work, have a good communication.	doesn't like to work on her own

b) Compare your results with a partner.

## B9 Jobs in a kindergarten

Read this work experience report written by a German pupil. Use it to write a list of at least three jobs in a kindergarten in English.

In der Zeit vom 12.04. bis 30.06. und nach den Sommerferien vom 14.08. bis 29.09.2017 war ich jede Woche einen Tag als Praktikant im Kindergarten „Rappelkiste“. Ich hatte viele verschiedene Aufgaben. Ich habe mit den Kindern, die zwischen drei und sechs Jahre alt waren, gespielt, gemalt und gebastelt. Bei schönem Wetter habe ich draußen auf sie aufgepasst. Darüber hinaus habe ich geholfen, das Mittagessen auszuteilen. Einige Male hielt ich Wache bei den Kleinen, die mittags noch schliefen. Weiterhin half ich Kindern oft beim An- und Ausziehen, beim Zähneputzen und wenn sie zur Toilette mussten. Die Arbeit hat mir gut gefallen, und die Kolleginnen und Kollegen waren sehr nett zu mir.

- play with childs
- draw with childs
- handicrafts with childs
- look after the childs outside.
- help to distribute lunch
- look after the younger childs when there are sleep
- helping the childs at teeth brush