SKILLS, PERSONAL QUALITIES AND QUALIFICATIONS

1. Decide if the following words from the list are skills, personal qualities and qualifications Write S next to the skills, PQ next to the personal qualities and Q next to the qualifications:

|  |  |
| --- | --- |
| WiseConsiderateGood-Natured CreativityInterpersonal CommunicationCustomer ServiceTeamworkCommunicationMaster’s degreeActive ListeningAdaptabilityNegotiation HumorousResponsibleConflict ResolutionEducatedReasonableDecision-makingBachelor’s degreeEmpathyCustomer Service HelpfulImaginativeComputerDecision MakingOrganizationForeign languageTime management AmbitiousSincere EfficientHonestUnderstanding Good-TemperedLoyalOpen-MindedThoughtfulDiligentHigh school degree | ReliableEarnestKindFriendlyGood-HumoredCritical ThinkingProblem SolvingPublic SpeakingCollaborationAccountingHonorableVocational educationCheerfulTrustfulWarm-HeartedCleverPleasantCourteousOutstandingSelf-DisciplinedDoctoral degreeBrilliantEnthusiasticManagementLeadershipPoliteOriginalWell-ReadBrightRespectfulGratefulConscientiousPatientTalentedTolerantPost graduate degreeCreativeTrustworthyIntelligent |

1. What skills, personal qualities and qualifications do you need for the following jobs?

|  |  |  |  |
| --- | --- | --- | --- |
| Jobs | Skills | Personal qualities | Qualifications  |
| Animal breeder |  |  |  |
| Athletic trainer |  |  |  |
| Baggage porter |  |  |  |
| Boat builder |  |  |  |
| Climate change analyst |  |  |  |
| Dental laboratory technician |  |  |  |
| Electrical engineer |  |  |  |
| Fire inspector |  |  |  |
| Health educators |  |  |  |
| Media and communication worker |  |  |  |
| Mental health counsellor |  |  |  |
| Music director |  |  |  |
| Police detective |  |  |  |
| Sewing machine operator |  |  |  |

KEY

Skills:

creativity, interpersonal communication, critical thinking, problem solving, public speaking, customer service, teamwork, communication, collaboration, accounting, active listening, adaptability, negotiation, conflict resolution, decision-making, empathy, customer service, decision making, management, leadership, organization, computer, time management, foreign language

 Personal qualities:

sincere, honest, understanding, loyal, trustworthy, intelligent, open-minded, thoughtful, wise, considerate, good-natured, reliable, earnest, kind, friendly, good-humored, honorable, humorous, responsible, cheerful, trustful, warm-hearted, educated, reasonable, clever, pleasant, courteous, helpful, imaginative, outstanding, self-disciplined, brilliant, enthusiastic, polite, original, well-read, ambitious, bright, respectful, efficient, good-tempered, grateful, conscientious, patient, talented, tolerant, creative, diligent

Qualifications:

vocational education, high school degree, post graduate degree, bachelor’s degree, master’s degree, doctoral degree