

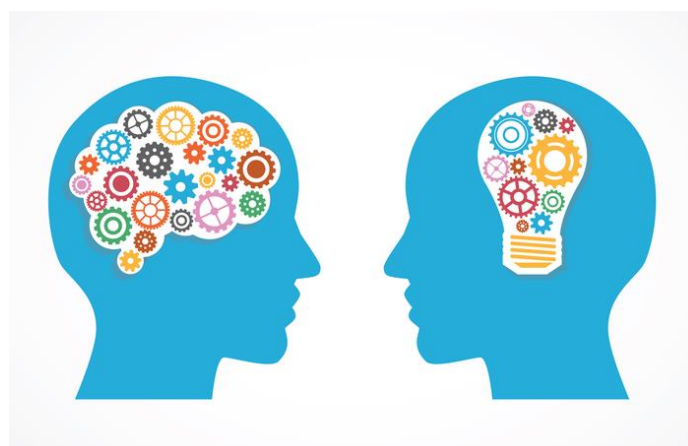
## Soft Skills

When thinking about careers, promotions, or even job hunting, we usually emphasize so-called “hard skills,” meaning skills that are directly connected to our ability to perform a particular task or do a certain job. These skills can be evaluated or measured, as they are the result of degrees, certificates, specialized knowledge, vocational training, and so on.

“Soft skills,” on the other hand, are more difficult to measure or quantify, as they usually do not come from a degree or specialized training, but from life experience, personality, and attitude. They are often called “people skills,” as they typically relate to how we deal or interact with other people. For example: Are we able to motivate and lead people? Can we communicate well with others?

Some commonly mentioned soft skills would include, among others: creativity, team work, written and verbal communication, management and leadership, flexibility, and organization. These types of skills are important, as they help to form a competent person and employee. They can provide a competitive edge in a job search. Soft skills are relevant to just about every industry or job, because people are always key, in one way or another.

(adapted from <http://lingua.com>)



**Ex.1 Match these expressions with their English equivalents from the text:**

1. awans	• attitude
2. zadanie	• certificate
3. świadectwo	• flexibility
4. postawa	• industry
5. przywództwo	• leadership
6. elastyczność	• promotion
7. branża	• task

**Ex.2 Complete the collocations with the words given below:**

*communication / edge / employee / job / life / training / work*

1. vocational \_\_\_\_\_
2. \_\_\_\_\_ hunting
3. verbal \_\_\_\_\_
4. \_\_\_\_\_ experience
5. team \_\_\_\_\_
6. competent \_\_\_\_\_
7. competitive \_\_\_\_\_

**Ex.3 Say these sentences in English using some expressions from the previous exercises:**

1. Kompetentny pracownik powinien być również elastyczny.
2. Przywództwo nie jest najważniejsze w pracy zespołowej.
3. Wymagamy (*require*) świadectwa ukończenia (*completing*) szkolenia zawodowego.

***I know English idioms!***

*As this lesson's text deals with the topic of "soft skills", we can learn an idiomatic expression based on the word "soft", like this one:*

- to soften the blow = *to make a bad situation less serious* (załagodzić coś nieprzyjemnego)
- He lost his job, but he has enough money in the bank to soften the blow.

***Phrasals, phrasals...***

*This lesson's text contains the phrasal verb "deal with", let's have a closer look at it:*

- to deal with = *to talk to someone or meet someone, especially as part of your job* (mieć z kimś do czynienia, obchodzić się)
- Do you know how to deal with difficult customers?

***Grammar corner***

*Let's study this fragment of the text: "When thinking about careers, promotions, or even job hunting, we usually emphasize so-called hard skills (...)" The underlined part of the sentence can be explained as "when we think", but to make it simple we can reduce the form to "-ing".*

*Let's study a few more examples:*

- *When going to work, I met an old friend.*
- *When discussing the business case in our team, we had a serious argument.*
- *I fell and broke my arm when riding a bike last weekend.*

<b>GLOSSARY</b>	
<b>soft skills</b>	umiejętności miękkie
<b>career</b>	kariera
<b>promotion</b>	awans
<b>job hunting</b>	poszukiwanie pracy
<b>to emphasize</b>	podkreślić
<b>so-called</b>	tak zwany
<b>hard skills</b>	umiejętności twarde (specjalistyczne)
<b>directly</b>	bezpośrednio
<b>connected to sth</b>	związany z
<b>ability</b>	zdolność
<b>to perform a task</b>	wykonywać zadanie
<b>to do a job</b>	wykonywać pracę
<b>to evaluate</b>	oceniać
<b>to measure</b>	mierzyć
<b>result</b>	rezultat
<b>degree</b>	stopień (naukowy)
<b>certificate</b>	certykat, świadectwo
<b>specialized knowledge</b>	wiedza specjalistyczna
<b>vocational training</b>	szkolenie zawodowe
<b>on the other hand</b>	z drugiej strony
<b>to quantify</b>	określać ilościowo
<b>life experience</b>	doświadczenie życiowe
<b>personality</b>	osobowość
<b>attitude</b>	postawa
<b>to be called</b>	być zwanym
<b>typically</b>	zwyczajowo
<b>to relate to</b>	odnosić się do
<b>to deal with</b>	obchodzić się z
<b>to interact with</b>	nawiązywać kontakty
<b>to be able to</b>	móc, być w stanie
<b>to motivate</b>	motywować
<b>to lead</b>	prowadzić, przewodzić
<b>to communicate with</b>	komunikować się z
<b>commonly</b>	powszechnie
<b>mentioned</b>	wspominany
<b>to include</b>	zawierać, obejmować
<b>among others</b>	między innymi
<b>creativity</b>	kreatywność
<b>team work</b>	praca zespołowa
<b>written/verbal communication</b>	komunikacja pisemna/werbalna
<b>management</b>	zarządzanie
<b>leadership</b>	przywództwo
<b>flexibility</b>	elastyczność
<b>organization</b>	zorganizowanie
<b>competent</b>	kompetentny
<b>employee</b>	pracownik
<b>to provide</b>	zapewniać
<b>competitive edge</b>	przewaga konkurencyjna
<b>job search</b>	poszukiwanie pracy
<b>relevant to</b>	istotny dla
<b>industry</b>	branża
<b>key</b>	kluczowy
<b>in one way or another</b>	w ten czy inny sposób

## ANSWER KEY

### Ex.1

1. promotion
2. task
3. certificate
4. attitude
5. leadership
6. flexibility
7. industry

### Ex.2

1. vocational training
2. job hunting
3. verbal communication
4. life experience
5. team work
6. competent employee
7. competitive edge

### Ex.3

1. A competent employee should also be flexible.
2. Leadership is not the most important in team work.
3. We require a certificate of completing a vocational training.