

Student Worksheet

Soft skills

1. Match the skill to the workplace example. Draw a line between the matching items.

Skill	Workplace example
Being persistent	Smiling at people who walk up to you
Having self-control	Swapping to do a different task because your boss needs extra help
Taking initiative	Asking how your colleague is feeling after they had to take a day off sick
Being adaptable	Saying good morning to everyone at your workplace (colleagues)
Being compassionate	Staying calm when dealing with an angry customer
Having inter-cultural competence	Trying again even when things don't work out the first time
Being approachable	Emptying the office rubbish bin even though it's not in your job description

2. Write an example of:

Being dependable

Being cooperative

Paying attention to detail

