***Job Skills***

**Listening Skills**

Good listening skills are important for success at work and in your personal life. Good listeners **concentrate** on what the speaker is saying; they don’t get **distracted** by their own thoughts or by other things going on. They also know how to show others they are listening.

**Oral Communication Skills**

People with good speaking skills are able to express their ideas clearly. It is easy for their listeners to understand what they are saying. Good communicators can also express their ideas **thoroughly**, but **concisely**. They are able to focus on the important information and leave out unnecessary details.

**Writing Skills**

Good writers are able to express their ideas clearly and concisely so that their writing is logical and easy to **comprehend**.

**Computer Skills**

Almost every business in the United States and many places around the world use computers. It is important to know how to email, type, create documents and use the Internet for research, as you will probably use these computer skills daily.

**Interpersonal Skills**

Interpersonal skills are behaviors people use to communicate with other people. To improve your interpersonal skills, you must understand how your behavior affects other people. Almost everyone likes someone with a **cheerful** personality, so smile when you are working with others.

**Problem Solving Skills**

People with good problem solving skills are able to identify a problem, think of possible solutions to the problem and choose the best one.

**Team Skills**

People with good team skills work well with others. They help other team members by listening and responding to their ideas. They **resolve** differences for the benefit of the team. They do their part to help the team and don’t leave their work for others to do.

**Reviewing Vocabulary**

concentrate distracted flexible thoroughly concisely comprehend

resolve cheerful job applicant

1. There are five \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ currently applying for the position.
2. The best way to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ problems is to talk them out peacefully.
3. Someone who smiles a lot usually has a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personality.
4. My wife talks a lot. It is hard for her to explain things \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. It is difficult for me to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English when my teacher talks too fast.
6. I get \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from my homework if someone is watching TV in the same room.
7. My job allows me to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I can make changes to my schedule as needed.

8. I need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on studying so I can pass the test tomorrow.

9. I checked my email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before I sent it to make sure there were no mistakes.

**Critical Thinking**

1. Which of these skills do you have?
2. Which of these skills do you want to improve for yourself? Why?
3. Other than what you just read, what are some other job skills you think are important?