**Lesson 1 - Revision**

**1) Identify the following in the text below**

1. A sentence about the future: …………………………………………………………………………………………………………………………………….
2. A sentence about something done in the near past (i.e. recently): ………………………………………………………………………………………………………………………………..
3. Three prepositions (write the whole phrases where they appear): e.g. asyou can read …………………………………………………………………………………………………………………………………………………………………………
4. A sentence which shows the cause of an event: ………………………………….………………………………………………………………………………..………………………………………………..

Well, **as** you can read **in** my resume, I have always been interested **in** computing. I’m currently studying computer programming **at** University. I think that I can get my degree **in** one or two years **from** now, *because/since* my university program lasts three years, and I’m a hard-workingperson. I willalso start working **as** a programmer next year.

I finished high school **in** 2017 and I started studying **at** University **in** 2020. Last year I passed four courses. This year, I’ll do my best to pass all the courses. I have recently done a course **on** system administration, and I’m looking **for** another course **on** the same topic to do online, **after** class. **In** the coming years, I’m planning to continue my career **as** a system analyst **in** Córdoba. I would love to improve my skills and become an expert **on** that area.

Apart **from** university, I play basketball **with** my friends. Sport has always been important **for** me *so* I train twice a week and I try to play every weekend.

**2) Pay attention to the underlined words and phrases in the first paragraph of the previous text. Now, complete the following paragraph about your academic background with other words or phrases.**

Well, as you can read in my resume, I have always been interested in computing. I’m currently studying computer programming at University. I think that I can get my degree in one or two years from now, because my university program lasts three years, and I’m a hard-workingperson. I willalso start working as a programmer next year.

**3) Correct the mistakes in the following paragraph. In Spanish, explain why the words are wrong.**

1. I finished high school in 2017 and I start studying at University in 2020.
2. Next year I passed four courses.
3. In 2024, I do my best to pass all the courses.
4. I am recently done a course on system administration, and I’m looking for another course to do after class.
5. In the coming years, I’m planning to continue my career as an analyst system in Córdoba.
6. I would love to improve my skills because become an expert on that area.

**LESSON 2 –**

**PRESENT PERFECT**

**Academic background and job experience**

I have studied programming since I was in high school. I have learned programming languages like C++ and Java. Last year, I learned Python and HTML. I have also done some small projects, such as websites and simple games, and, in March, I started using MongoDB.

At my university, I have taken classes in computer science and data structures. I have learned about databases, problem solving, and web development. That has given me the chance to start looking for a job.

In fact, I have not found a job yet, but I have looked for internships. I applied to a tech company last year but they told me I need more experience.

I have improved my coding skills watching tutorials. I have also done online courses to learn more. Actually, I did two courses on web programming last term.

**1. Complete the table below with three examples of each tense from the text above. Pay attention to the two different auxiliaries in Present Perfect tense.**

|  |  |
| --- | --- |
| **Simple past** | **Present perfect** |
| Last year, I **learned** Python and HTML. | I **have studied** programming since I was in high school. |
| Subject + verb (simple past) + ……. (time reference) | Subject + Have/has + Past participle + ….. (since/for/yet – NO time reference) |

#### **2. Choose the correct tense used in each sentence**

What tense is used in these sentence?

1. “I have studied programming since I was in high school.”  
   a) Simple Past  
   b) Present Perfect
2. “Last year, I learned Python and HTML.”  
   a) Simple Past  
   b) Present Perfect
3. “I have also done some small projects, such as websites and simple games.”  
   a) Simple Past  
   b) Present Perfect
4. “In March, I started using MongoDB.”  
   a) Present Perfect  
   b) Simple Past
5. “Actually, I did two courses on web programming last term.”  
   a) Present Perfect  
   b) Simple Past

**3. Pay attention to the whole sentence and choose the correct verb tense of each verb**

a. I *liked/have liked* programming and computing since I was in high school.

b. When I was a kid I *haven’t liked/didn’t like* computer games.

c. I *was always*/*have always been* a persistent and hard-working student.

d. I *have finished*/*finished* high school in 2017 and I *started/have started* studying at University in 2020.

e. I *have already passed/already passed* four courses.

f. Last year, I *have passed/passed* four courses.

g. I *didn’t take/haven’t taken* any courses on system administration yet.

h. I *didn’t work/haven’t worked* as a freelance programmer in 2022.

**4. Write the following sentences in Spanish.**

**5. Complete each short answer with the proper pronoun and auxiliary. Then, add an explanatory sentence from the table below.**

**E.g.** Have you had/received an answer from your interviewer?

**Yes, I have. They sent the results on Monday. In fact, mine was a very good one.**

1. Have you ever worked on a similar project?

No, …………………………… ……….…………………………………………………………………………………………………………………………………….

1. Has your professor checked your work?

Yes, …………………………. ……………………………………………………………..……………………………………………………………………………….

1. Have you sent us your resume?

Yes, …………………………. ……………………………………………………………..……………………………………………………………………………….

1. Have you worked before?

No, …………………………… ……….…………………………………………………………………………………………………………………………………….

1. Have you finished your university studies?

No, …………………………… ……….…………………………………………………………………………………………………………………………………….

|  |  |
| --- | --- |
| I have liked programming and computing since I was in high school. | Me ha gustado … |
| When I was a kid I didn’t like computer games. |  |
| I have already passed four courses. |  |
| I haven’t taken any courses on system administration yet. |  |
| Mr. Pérez hasn’t sent an answer to me yet. |  |

|  |
| --- |
| **Explanatory sentences** |
| *I sent it to you last month.* |
| *I must pass five exams and do a professional internship to complete.* |
| *~~They sent the results on Monday. In fact, mine was a very good one.~~* |
| *She checked it before I finished it.* |
| *but I have worked on other types of projects.* |
| *I’m 20 years old. This would be my first job.* |

**SPEAKING – Asking and answering ‘Yes/No questions’**

**1. Write questions following the instructions. Pay attention to the tense in each point to build the questions.**

**Interviewer’s questions**

1. Ask the interviewee if he/she has taken any courses on programming outside their university program.

2. Ask if s/he has developed any webpages.

3. Ask if there are any programming areas s/he is really good at.

4. Ask whether s/he would like to major in any specific areas of programming.

5. Ask if s/he will continue her/his studies after finishing university.

6. Ask whether s/he is currently working as a programmer.

7. Ask if s/he can manage any programming languages well.

8. Ask the interviewee to tell you about his/her recent accomplishment.

**Interviewee’s questions**

1. Ask if the company offered any courses on web programming last year.

2. Ask if the company will offer programming courses in the future.

3. Ask whether you are expected to manage any operating systems well.

4. Ask if employees are required to work a night shift.

5. Ask if the company has rotating work schedules.

6. Ask if the company will notify you (me) of the results.

7. Ask the interviewer to tell you about the work environment in the company.

**2. In small teams answer the questions. \* Interviewees must answer the interviewer’s questions and, vice versa (i.e. interviewers must answer the interviewee’s questions)**

**3. Practice performing the interview with your classmates.**

**LESSON 3 – ‘ed’ and ‘-ing’ ADJECTIVES**

Adjectives are used to modify nouns, as well as to describe people, objects, situations, etc.

This time, we’ll pay attention to ‘**-ed adjectives’**vs**‘-ing adjectives’**, what they mean and how they are used.

|  |  |
| --- | --- |
| https://miro.medium.com/max/7776/1*EpMqvRFwNEZbJYLmJGd6GA.jpeginterested  **‘ed’ is usually used to describe how someone feels about stg** (para describir cómo se siente alguien)  https://as1.ftcdn.net/v2/jpg/01/69/07/50/1000_F_169075010_BjzdSBP1Owt5EhO7qhgIcuTF9sFH6g57.jpg*I was so bored in that class that I almost fell asleep.*  *She was really terrified.* | https://blog.stremio.com/wp-content/uploads/2018/10/ring.jpginteresting - **‘ing’ is used to describe someone or something**  (para describir cómo es alguien o algo)  https://tse4.mm.bing.net/th?id=OIP.YkAyXUOneHmhgdT5HhjJfQHaFq&pid=Api&P=0&h=180*The film was terrifying.*  *The movie was really boring.* |

**1. Think about the –ed and –ing adjectives related to the following verbs.**

confuse (confundir)

confused /kƏn**fiu**zd/- confusing

tire (cansar)

tired vs tiring

exhaust (agotar)

exhausted vs exhausting

satisfy (satisfacer)

satisfied vs satisfying

disappoint (decepcionar)

disappointed vs disappointing

please (agradar)

pleased vs pleasing

challenge (desafiar)

I feel challenged by my job.

I’m challenged

vs challenging

shock (asombrar)

shocked /kt/ vs shocking

annoy (enojar/se)

annoyed vs annoying

excite (emocionar/entusiasmar)

excited vs exciting

surprise (sorprender)

surprised vs surprising

motivate (motivar)

motivated vs motivating

**2. Fil in the blanks with the corresponding adjective.**

1 - The lecture was really \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

boring / bored

2 - It's been a \_\_\_\_\_\_\_\_\_\_\_ day. I'm ready to go to bed.

tired / tiring

3 - The dinner was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

disgusted / disgusting

4 - I was really \_\_\_\_\_\_\_\_\_\_ with him for turning up late.

annoying / annoyed

5 - It was a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ story.

shocking / shocked

6 - He was very \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with his results.

pleasing / pleased

7 - It was very \_\_\_\_\_\_\_\_\_\_\_\_ to see them together.

embarrassed / embarrassing

8 - I loved the book but I found the film very\_\_\_\_\_\_\_\_\_\_\_\_.

disappointing / disappointed

9 - We were \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to hear that she had died.

shocking / shocked

10 – He was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to admit his failure.

embarrassing / embarrassed

**3. Match the following pairs of ideas to build up coherent sentences.**

Pay attention!

I **used to** work:

**Solía** trabajar …

|  |  |
| --- | --- |
| I am satisfied with | I *used to work* around 12 hours a day. |
| I think I feel disappointed with | I’ll need to practice a lot before speaking in public. |
| My previous job was exhausting. | my results /ri**sᴧ**lts/ in the previous interview. I think I did very well. |
| I’m really pleased with | your answer, I’m sorry. I expected another result. |
| I think that is really challenging. | my current job, but I need a different time schedule. / **ʃe**diul |

**4.** **Use the following adjectives to write sentences for your personal speech. In some cases, you need specific prepositions. Pay attention to them.**

shocking – confusing – annoying – exciting – challenging – disappointing – confusing – exhausting – interested (in) – satisfied (with) – tired (of)/because - pleased (with)/because - amazed (by)/because…  – shocked (by)/because – confused (by)/because – exited (by)/because – disappointed (with)/because – exhausted – confused –

**E.g.** (for example)

**- ing**

I have always considered/found data programming **boring/interesting/confusing/challenging/etc.**

I’m sure this job will be absolutely **amazing/exiting/annoying/etc**.

**-ed**

I have always been **interested** in…/**confused** by…/**amazed** by……

I am **shocked** by…/**satisfied** with/**disappointed** with

I’m **tired** of…/I’m usually **confused** by…/**annoyed** by…

**LESSON 4 - Adjectives and prepositions**

‘-ed’ and some other adjectives are usually followed by prepositions. We cannot use just any prepositions; we must respect the corresponding ones. Pay attention to the preposition used after each one of the following adjectives.

**1. Fill in the blanks using the following ‘verb + preposition’ pairs.**

(x2): times two

por dos

**similar to (x2) – similar to - very excited about (x2)** - **very pleased with - pleased with** –

**very different from** – **afraid of** - **very proud of** - **famous for(x2) - really interested in**

1) England is ……………………………….its rainy weather.

2) I'm ……………………….. myself. I’ve worked very hard.

3) He isn't…………………………………. beginning to work.

6) She is ……………………………………… her party.

7) This company is ………………………………….. my previous company.

8) I must say (that) I’m sometimes **…………………**new situations.

9) Is programming ………………………… analysis?

10) What is your country ……………………….?

11) It’s great that you got that job! You should be ……………………… yourself.

12) I’m ………….………………………………..starting to work.

13) That folder is ………………………….mine.

14) Were you ………………………………... the results?

**2. Highlight the adjectives and their prepositions in the previous sentences.**

**3. Make a list with the adjectives and prepositions you have found**.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Think about five sentences using these adjectives with their corresponding prepositions. They can be sentences about yourself.**

I’m used to…= I’m accustomed to…

Estoy acostumbrada/o ….

used to/ accustomed to: acostumbrada/o/s a……

I’m used/accustomed to this.

accustomed /Ə**kᴧ**stƏmd/ (la sílaba en negritas es la sílaba acentuada)

I’m used **to**/accustomed **to** study**ing** at night. (Estoy acostumbrada/o a estudiar de noche.)

**5. Make a list of adjectives and their corresponding prepositions.**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

**6. Answer the following personal questions.**

a. Which is the most boring class you’ve ever been to?

b. Which is the most challenging course you’ve ever taken?

c. What type of lessons are you accustomed to? In-person, or online lessons?

d. Which personal skill are you really proud of?

e. Which course in your university program have you found most useful for your career as a programmer?

**LESSON 4 – Wh- QUESTIONS**

**1. Mark the Wh-, the auxiliary and the main verb in questions ‘a.’ to ‘f.’**

a. Why do you think you’ll graduate next year?  
b. What would you like to do in the future?

c. What have you *always* liked?  
d. When did you start studying at University?

f. How do you define your personality?

g. What courses have you *recently* done?

h. What other courses are you looking for?

**2.** **Build up the basic structure of the questions**

…………………… + ……………………………. + …………………………. + ……………………………………..?

**3. Rewrite questions ‘g.’ and ‘h.’. Highlight the ‘Wh’ element in these two questions.**

……………………………………………………………………………………………………………………………………………………………………………………

**4. Match the following answers to the corresponding questions.**

I think that I will graduate next year because my university program lasts three years.

I would love to improve my skills and become an **ex**pert on that area.

I define myself as a hard-working person.

I have recently done a course on system administration.

I started studying at University in 2020.

I am looking for another course on the same topic to do online, after class.

I have always liked computing.

**\*Analyse the structure of these answers. What is the structure of these answers like?**

**5. Write questions for the following answers. Follow the structure from point 2.**

ANSWER: I willstart working as a programmer next year. *When*

ANSWER: I finished high school in 2017. *When*

ANSWER: Besides university, I play football with my friends. *What*

ANSWER: I work around 12 hours a day. *How many*

ANSWER: My previous job was exhausting. What …like

ANSWER: I´m really pleased with the results of the test. *Use the verb ‘feel’*

ANSWER: The lesson was so boring that I fell asleep. *Why + fall asleep / What … like*

ANSWER: I have always considered Database an interesting subject. *Why*

**LESSON 5 – Wh- questions**

**1. Read the directions and write down interviewer’s questions.**

***E.g. Ask the interviewer why s/he wants to work for this company.***

***Why do you want to work for this company?***

a. Ask the interviewer to tell you something about himself/herself. instruction

b. Ask him/her why s/he is interested in the company.

c. Ask him/her whether s/he works well with other people. Yes/No question

d. Ask him/her what s/he is good at.

e. Ask him/her how s/he found this job offer.

f. Ask him/her how much s/he expects to be paid.

g. Ask him/her where s/he heard about the position.  
**Pay attention to question ‘d’, ‘What are you good at? What can you do so that it is more specific?**

**2. Mark the ‘wh- phrase’ in each question.**

What subjects are you good at?

What areas of programming are you good at?

What skills or abilities are you good at?

What sports are you good at?

**3. Think about two other similar questions.**

**Mark the subject, the main verb *and* the auxiliary verb, if there is one, in the following questions. Think about how each answer should begin.**

*E.g. Why do you want to work for this company?* ***I want to work  …***

Why are you the best option for this position?

Where did you hear or read about this position?

How much do you expect to be paid?

Why do you consider yourself the best option for this position?

Why did you decide to apply for this job?

Why should we hire you?

What is your most valuable skill?

Where do you see yourself in five years?

**3) Listen to the following answers and write them below the corresponding questions.**

|  |  |
| --- | --- |
| 1. | Why do you consider yourself the best option for this position? |
|  |  |
| 2. | Where did you learn about this position? |
|  |  |
| 3. | Why should we hire you? |
|  |  |
| 4. | Where do you see yourself in five years? |
|  |  |
| 5. | Why do you want to work for this company? |
|  |  |
| 6. | Why did you decide to apply for this job? |
|  |  |
| 7. | Why are you the best option for this position? |
|  |  |

**4**. **Change the underlined phrases in the following answers so that you make new answers.**

a) Why do you want to work for this company?

 I want to work for this company because I know how you work. I am excited about this opportunity. This is a place where I can learn and grow.

 b) Why are you the best option for this position?

 I am the best option because I am specializing in web development so I will have the ideal skills for this position.

c) Where did you learn about this position?

 I learnt about this position on your website.

 d) How much do you expect to be paid?

I expect to be paid a hundred thousand pesos a month.

 a) Why did you decide to apply for this job?

I decided to apply for this position because I think I will learn a lot working for this company.

 b) Why should we hire you?

You should hire me because I have experience in data base administration and I am an excellent employee.

**LESSON 6 – SOFT SKILLS**

**1. Listen to the definitions and say what soft skills they are.**

creativity - stress management – conflict resolution - decision-making – conflict management -

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**2. In the following text, fill in the blanks with the missing words.**

**them - constructive – productive - make – challenging - facilitate – pressure - resolve - solutions – members - ideas – skill – decisions - capacity - problems - conflicts**

Soft skills, also known as interpersonal skills, are non-technical skills. They are essential for effective communication, collaboration, and interaction with other people. These skills play a significant role in building relationships and succeeding in various aspects of life. Here are some common soft skills:

**Creativity:** The …………………….. to generate innovative ……………….., approaches, and …………………… to ………………………..

**Communication:** The ability to express ideas, thoughts, and information clearly and effectively.

**Teamwork:** The capacity to work collaboratively with others, contribute to a team's goals, and solve conflicts constructively.

**Decision-Making:** The ability to ………………….. informed and sound ………………………..

**Leadership:** The capability to lead, guide, and motivate others. Effective leaders inspire and influence their team to achieve common objectives and make decisions that benefit the group.

**Conflict Resolution:** The …………………….. to address and ………………….. conflicts in a ………………. manner.

**Problem-Solving:** The aptitude to identify challenges, analyze situations, and develop creative and practical solutions.

**Adaptability:** The ability to adapt to changing circumstances and remain flexible.

**Conflict Management:** The skill to prevent ………………………., manage ………………… when they arise, and ………………… resolution among team …………………… or colleagues.

**Time Management:** The skill to manage time, setting priorities, and meeting deadlines. Time management skills are crucial for productivity and meeting goals.

**Negotiation:** The ability to reach agreements or compromises that satisfy all parties involved.

**Stress Management:** The skill to cope with stress, ……………………, and ………………………… situations in a healthy and …………………… way.

**3. Find the synonyms of the following words in the text**

|  |  |
| --- | --- |
| manner |  |
| ability |  |
| resolve |  |
| produce |  |
| handle |  |

**4. Complete the following about yourself.**

My greatest strength regarding soft skills is ……………………………………………………… because I can ………………..…………………… ……………………………………………………..…………………………………….……………………………………………………………………………………………

My greatest weakness regarding soft skills is ……………………………………………………… because it is difficult for me to ………… …………….………………………………………………………………………………………………………………………………………………………………………….

**5.** **Complete the following table with words from the text above**.

|  |  |  |  |
| --- | --- | --- | --- |
| **NOUN (sustantivo)** | **VERB** | **ADJECTIVE** | **ADVERBS** |
| motivation | (to) ………………… | motivating/motivated | motivationally= in a motivational way |
| success | (to) ……………………… in | successful | Successfully= in a successful way |
| innovation | (to) innovate | ……………………………….. | Innovatively= |
| creation | (to)………………….. | creative | creatively |
| …………………………… | (to) collaborate | collaborating/collaborative | ……………………… = in a collaborative way |
| …………………………. | (to) interact with | interactive | interactively |
| …………………………. | (to) produce | productive | productively |

**6. Pay attention to the following nouns, verbs and adjectives in the text, what prepositions are they accompanied by?**

known

essential

interaction

play a role

succeed

the ability

the capacity

contribute

capability

adapt

the skill

cope

solutions

open

**7. Complete the following sentences with one of the following words/phrases and its corresponding preposition.**

**cope - plays an essential role** **– open –** **adapt - contribute** **– benefit - essential – ~~known~~ – interacting**

**E.g.** Soft skills are also **known as** interpersonal skills.

1. Communication ………………………….. human relationships.
2. I have always been ……………………….. new ideas.
3. I think I can ………………………. that working environment.
4. I usually ………………………..  stress in a healthy way.
5. How has your company …………………………… new technologies?
6. She ………………………………..  that experience.
7. ………………………………….  others is a key factor in teamwork.

**8. Study the following list of verbs followed by a preposition**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **to** | **for** | **from** | **At** | **on** | **about** | **with** | **in** |
| adapt to  add to  agree to  belong to  compare to  devote to  lead to  object to  react to  refer to  reply to  speak to/about  talk to | apologize for  apply for  ask for *(pedir)*  excuse for  thank for  prepare for  search for  wait for  work for | borrow from  graduate from  infer from  prevent from  protect from  suffer from  recover from  benefit from | aim at  arrive at *(a conclusion)*  point at  look at | agree on  based on  comment on  concentrate on  congratulate on  depend on  count on  insist on  rely on  work on | argue about  ask about *(preguntar sobre)*  care about  concern about  forget about  know about  think about  worry about | agree with  associate with  coincide with  compare with  confront with  discuss with  help with | arrive in (place)  believe in  involve in  participate in  trust in  result in  succeed in |

**8. Match the corresponding halves of the following sentences.**

**\***Remember that when there is an action after a preposition, in most cases, you must use the ‘ing’ form of the verb.

For Example, ‘You must concentrate on finishing your university program.’

|  |  |
| --- | --- |
| Excuse me | on me? |
| This year I want to concentrate | for giving me this opportunity. |
| I will search | for this company. |
| I would like to congratulate you | with you. It’s an excellent idea. |
| I would like to thank you | for being late. |
| Will all the people in that area depend | on your recent achievement. |
| I definitely agree | on finishing my studies. |
| I would love to work | for that information later. |

**Soft skills**, also known as interpersonal skills, are non-technical skills. They are essential for effective communication, collaboration, and interaction with other people. These skills play a significant role in building relationships and succeeding in various aspects of life. Here are some common soft skills:

Creativity: The **capacity** to generate innovative **ideas**, approaches, and **solutions** to **problems**.

Communication: The ability to express ideas, thoughts, and information clearly and effectively.

Teamwork: The capacity to work collaboratively with others, contribute to a team's goals, and solve conflicts constructively.

Decision-Making: The ability to **make** informed and sound **decisions**

Leadership: The capability to lead, guide, and motivate others. Effective leaders inspire and influence their team to achieve common objectives and make decisions that benefit the group.

Conflict Resolution: The ..**skill** .. to address and ..**resolve** .. conflicts in a **productive**. manner.

Problem-Solving: The aptitude to identify challenges, analyze situations, and develop creative and practical solutions.

Adaptability: The ability to adapt to changing circumstances and remain flexible.

Conflict Management: The skill to prevent …**conflicts**…., manage **them** when they arise, and **facilitate** resolution among team **members** or colleagues.

Time Management: The skill to manage time, setting priorities, and meeting deadlines. Time management skills are crucial for productivity and meeting goals.

Negotiation: The ability to reach agreements or compromises that satisfy all parties involved.

Stress Management: The skill to cope with stress, …**pressure**…, and …**challenging**…… situations in a healthy and **constructive** way.

**In teams of 3 people (not more), write down a paragraph of, at least 6 sentences, to speak about your soft skills.**

* I’m an adaptable person. I easily …………………………………………………..
* I have great decision-making skills. I always ………………………………………………………………..
* I always inspire and influence my team to achieve our common objectives and make decisions that benefit the group. I consider myself a …………………………………..
* I think I’m good at problem solving because I ………………………………………………………………….
* When a I need to solve a problem, I …………………………………………………..
* I have the capability to …………………………………………….. I must say I’m good at decision-making.
* Well, I usually prevent conflicts, and facilitate ……………………………………………………….. . So I can say I have ……………………………………….. abilities.
* I have great communication skills so I can ………………………………………………………..
* I always ……………………………………………………………. I’m definitely a good team player.