

Following the instruction on page 75, prepare a Short Answer document illustrating evidence of your competence in each of the four categories: 1) thinking and problem solving, 2) oral and written communication, 3) personal qualities and work ethic, and 4) interpersonal and teamwork skills. Keep each of the sixteen entries concise (i.e., aim for no more than 3 sentences per item).

2.2 Soft Skills: Personal Strengths Inventory

(Obj. 1)

When hiring future workers, employers look for hard skills, which are those we learn such as mastery of software applications or accountancy procedures, and soft skills. Soft skills are personal characteristics, strengths, or other assets a person possesses. Studies have divided soft skills into four categories:

- Thinking and problem solving
- Oral and written communication
- Personal qualities and work ethic
- Interpersonal and teamwork

YOUR TASK. Using the preceding categories to guide you, identify your own soft skills, paying attention to those attributes you think a potential employer would value. Prepare lists of at least four items in each of the four categories. For example, as evidence of problem solving, you might list a specific workplace or student problem you recognized and solved. You will want to weave these words and phrases into cover letters and résumés, which are covered in Chapter 15.

2.3 Reaching Group Decisions: Majority, Consensus, or What? (Obj. 1)

Team

YOUR TASK. In small groups decide which decision strategy is best for the following situations: