

# **Soft Skills Worksheet**

## **Section 1**

What is the difference between hard and soft skills?

What are three examples of hard skills shown in the “Soft Skills in the Workplace” video?

What are three examples of soft skills shown in the “Soft Skills in the Workplace” video?

According to that video, what are some of the keys to making a professional impression?

List at least three things the “business partner” did wrong in the video.

## **Section 2**

List three examples of how poor communication skills can negatively impact your job.

List your top five soft skills (attributes you would like to promote on your resume and in interviews).

List at least three soft skills you would like to improve.

How will you work on these skills?