

# 4

## Skills and qualifications

### A

#### Education and training

Two company managers, Kasia Gutowska and Nils Olsen, are talking.

- KG: The trouble with **graduates** – people who've just left university – is that their **paper qualifications** are good. They might have **qualifications in** interesting subjects, but they have no **work experience**. They just don't know how business works.
- NO: I disagree. Education should teach people how to think, not **train** them **for** a particular job. One of last year's recruits **graduated from** Oxford University **with a degree in** philosophy and she's doing very well!
- KG: Philosophy's an interesting subject, but for our company, it's more useful to do **training in** a practical subject: it's better for us if you **train as** a scientist, and **qualify as** a biologist or a doctor, for example.
- NO: Yes, but we don't just need scientists. We also need good managers, which we can achieve through **in-house training** – courses within the company. You know we put a lot of money into **management development**, where managers regularly **go on** specialized **courses** in leadership (see Unit 10), finance (see Unit 38), etc. You need to **acquire experience** – get knowledge through doing things – for that. It's not the sort of thing you can learn when you're 20!

#### Note

In AmE, you can also say that someone **graduates from** high school – the school that people usually leave when they are 18.

#### Note

A **master's degree** is a qualification you can get after one or two years of **graduate study**. A **Master's of Business Administration (MBA)** is a master's degree in advanced business studies.

### B

#### Skilled and unskilled

A **skill** is a particular ability to do something well, especially because you have learned and practised it.

Jobs, and the people who do them, can be described as:

- **highly skilled**, e.g. car designer
- **skilled**, e.g. car production manager
- **semi-skilled**, e.g. taxi driver
- **unskilled**, e.g. car cleaner

You can say that someone is:

<b>skilled at</b> or <b>skilled in</b>	+ <i>noun</i>	+ -ing
	customer care electronics	communicating using Excel

You can also say that someone is:

<b>good with</b>	computers
	figures people

### C

#### The right person

These words are often used in job advertisements. Companies look for people who are:

- a **methodical, systematic** and **organized** – working in a planned, orderly way
- b **computer-literate** – good with computers
- c **numerate** – good with numbers
- d **motivated** – very keen to do well in their job because they find it interesting
- e **talented** – very good at what they do
- f **self-starters**; they must be **proactive, self-motivated**, or **self-driven** – good at working on their own
- g **team players** – people who work well with other people

#### Note

**Self-starter** and **team player** are nouns. The other words in bold are adjectives.

# Exercises

**4.1** Look at A opposite. Complete each sentence with the correct word.

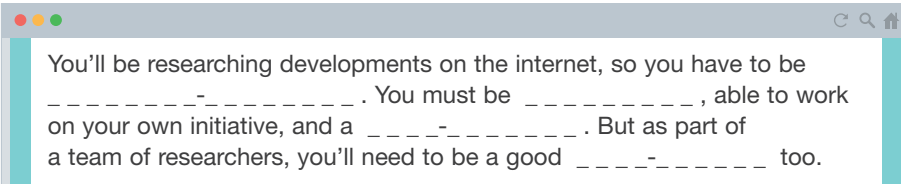
- 1 Ravi graduated ..... Mumbai University ..... a degree ..... philosophy and politics.
- 2 He taught for a while, but didn't like it. He wanted to get a qualification ..... accountancy and decided to train ..... an accountant at evening classes.
- 3 He qualified ..... an accountant and joined a big accountancy firm in its Mumbai office.
- 4 After he had acquired some experience, he went ..... a number of management courses to get training ..... team-building and other skills.

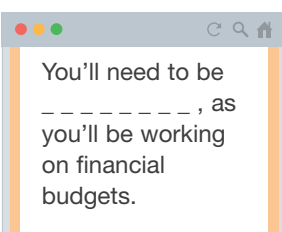


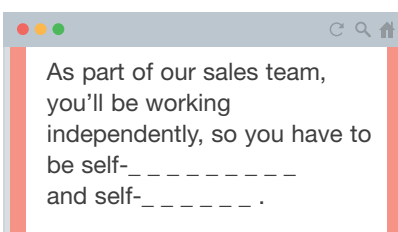
**4.2** Look at B opposite. Are these jobs generally considered to be highly skilled, skilled, semi-skilled or unskilled? Use each expression twice.

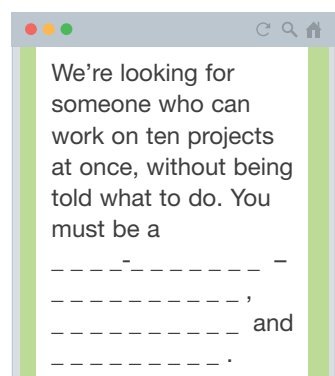
- 1 teacher
- 2 software engineer
- 3 car worker on a production line
- 4 cleaner
- 5 office cleaner
- 6 airline pilot
- 7 bus driver
- 8 office manager

**4.3** Complete these extracts from job advertisements using words from C opposite.

1  You'll be researching developments on the internet, so you have to be ..... You must be ....., able to work on your own initiative, and a ..... But as part of a team of researchers, you'll need to be a good ..... too.

2  You'll need to be ....., as you'll be working on financial budgets.

3  As part of our sales team, you'll be working independently, so you have to be self-..... and self-.....

4  We're looking for someone who can work on ten projects at once, without being told what to do. You must be a ..... and .....

5  We need ..... journalists who are very good at their job and extremely ..... - very keen to find out as much as they can about news stories.

## Over to you

Write an extract from a job advertisement for your job or one you would like to have, using words from C opposite.

# ANSWERS

- 4.1** 1 from, with, in      3 as  
2 in, as                4 on, in

- 4.2** 1 skilled                5 unskilled  
2 highly skilled        6 highly skilled  
3 semi-skilled        7 semi-skilled  
4 unskilled             8 skilled

- 4.3** 1 computer-literate, proactive, self-starter,  
team-player  
2 numerate  
3 motivated, driven  
4 self-starter, methodical, systematic,  
organized  
5 talented, motivated

## **Over to you (sample answer)**

The job of sports shop manager requires someone who is good at sport, preferably good at three sports or more, so that they can advise customers on the right equipment to buy. Someone in this position has to be a self-starter, methodical and organized. You have to be computer-literate so that you can control stock and order new stock on time, and be good with people, as you will manage a staff of up to 15 people.