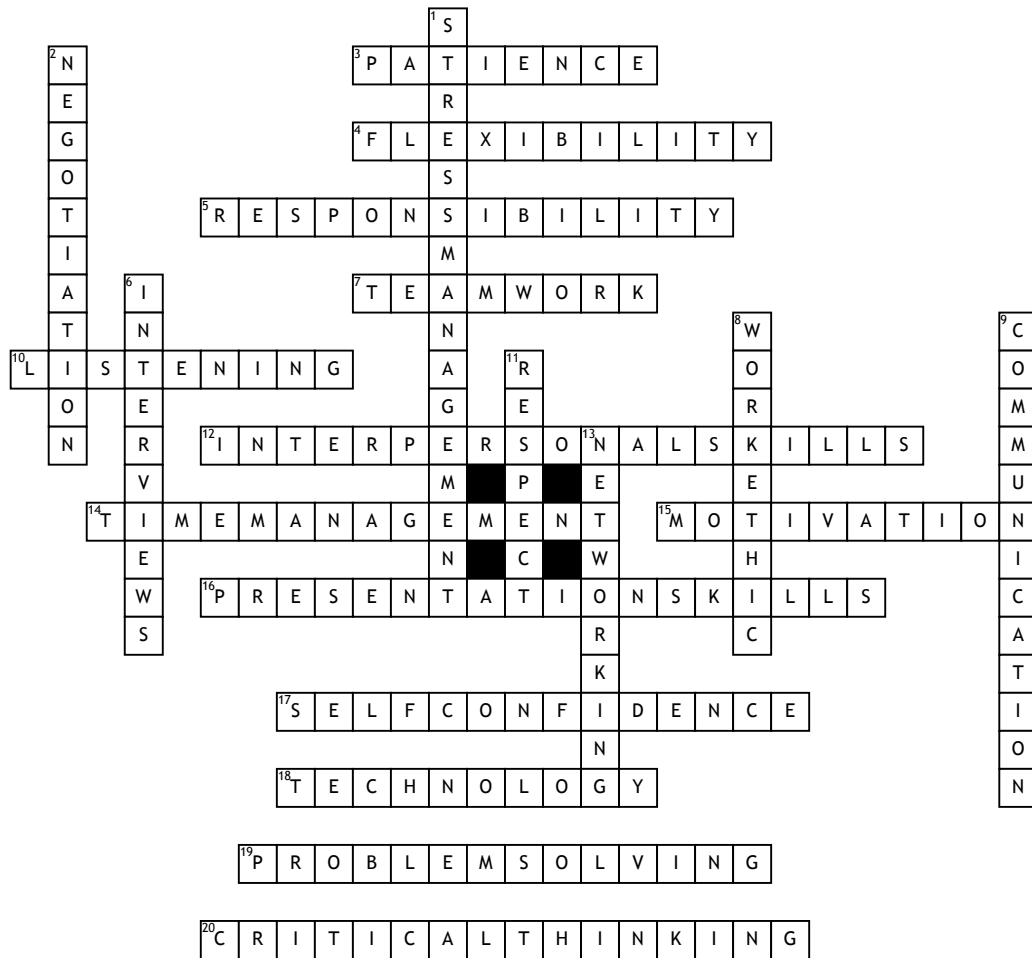


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# @0 Key Soft Skills for Business



## Across

3. quiet, steady perseverance; even-tempered care; diligence  
 4. susceptible of modification or adaptation; adaptable  
 5. accountable for something within one's power, control, or management  
 7. working together  
 10. to give attention with the ear; attend closely for the purpose of hearing; give ear  
 12. of or pertaining to the relations between persons  
 14. controlling amount of time spent  
 15. providing with a reason to act in a certain way

## Word Bank

work ethic  
 interviews  
 responsibility  
 technology  
 time management

selfconfidence  
 listening  
 motivation  
 presentationskills  
 interpersonal skills

16. able to offer information to people in public  
 17. realistic confidence in one's own judgment, ability, power  
 18. computers, databases, social media  
 19. to find answers for  
 20. clear, rational, open-minded, and informed by evidence  
Down  
 1. any technique developed to help someone cope with or lessen the physical and emotional effects of everyday life pressure  
 2. mutual discussion and arrangement of the terms of a transaction or agreement

respect  
 stress management  
 patience  
 networking  
 flexibility

6. a formal meeting in which one or more persons question, consult, or evaluate another person  
 8. a belief in the moral benefit and importance of work and its inherent ability to strengthen character  
 9. conveying messages  
 11. esteem for or a sense of the worth or excellence of a person, a personal quality or ability  
 13. a supportive system of sharing information and services among individuals and groups having a common interest

critical thinking  
 ProblemSolving  
 communication  
 negotiation  
 teamwork