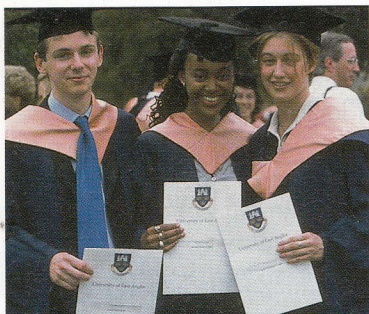


4 Skills and qualifications

A Education and training



Graduates

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

Margareta: The trouble with **graduates**, people who've just left university, is that their **paper qualifications** are good, but they have no **work experience**. They just don't know how business works.

Nils: I disagree. **Education** should teach people how to think, not prepare them for a particular job. One of last year's recruits had **graduated from Oxford** in philosophy and she's doing very well!

Margareta: Philosophy's an interesting subject, but for our company, it's more useful if you **train** as a scientist and **qualify** as a biologist or chemist – **training** for a specific job is better.

Nils: 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 have put a lot of money into **management development** and **management training** because they are very important. You need to have some management experience for that. It's not the sort of thing you can learn when you're 20!

B Skilled and unskilled

A **skill** is the ability to do something well, especially because you have learned how to do it 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:

| | | |
|----------------------------------|---|-----------------------------------|
| skilled at, or skilled in ... | + noun | You can also say that someone is: |
| | customer care electronics computer software | |
| | + -ing | good with ... |
| | communicating using PCs working with large groups | figures people |

C The right person

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

- **self-starters, proactive, self-motivated, or self-driven:** good at working on their own.
- **methodical, systematic and organized:** can work in a planned, orderly way.
- **computer-literate:** good with computers.
- **numerate:** good with numbers.
- **motivated:** very keen to do well in their job.
- **talented:** naturally very good at what they do.
- **team players:** people who work well with other people.