

Конкурс творческого перевода

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Useful skills

which will come in handy in any profession

What will I be when I grow up? Some people have already found the answer to this question, others are just searching their way. Every occupation requires an entity of specific skills, abilities and knowledge. However, there are some all-purpose skills you can make use of in absolutely any field.

- The Ability of eloquence. This skill will help you both with the recruitment and daily communications with colleagues and superiors. It develops with regular practice by preparing reports at school and university or making presentations. You can enroll in public speaking courses or ~~business~~ business correspondence, you can learn by watching videos about the performances of skillful speakers.

- Ability to make useful contacts and networking. It will help with successful career development, growing in professional and personal plan. Besides, having a lot of ~~beneficial~~ advantageous acquaintances can greatly simplify your professional and personal life. It is possible to develop this skill right from social network: your profile should easy explain ^{easily} who you are and what are you doing. Mark @ keywords for which like-minded people can find you and vice versa.

- Time management skills. The rational distribution of your time and prioritization of business are valuable constituting ^{part} of ~~every~~

every profession. This way you can not only increase productivity of your work but also find time to rest and rid the day of unnecessary things. This skill develops due to keeping a diary, making plans for the day or week. Try to divide bulky things into small tasks and then you will be surprised of how promptly and easily they ^{will} be realized.

• Ability to adapt to new and unknown. The skill of fast adaptation will help you to settle into a new job and join the team, to analyze the situation properly and to work out an appropriate behavior tactic. You can upgrade it with practice. make contacts with strangers, keep a positive attitude ⁱⁿ during weird situations, be friendly with people.

• Ability to think outside the box. Creativity will help you to retreat from traditional methods of problem solving, to find a way out of situations and to generate interesting ideas. It can be developed by broadening your horizons and a creative hobby.