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Olena Martynyuk (Khmelnyskyi)

TEACHING SOFT SKILLS TO STUDENTS MAJORING IN FOREIGN LANGUAGE AND LITERATURE

With the gradual implementation of reforms in the field of secondary education in Ukraine contemporary school teachers have to meet the requirements of the New Ukrainian School [1]. They are supposed to use innovative teaching techniques to make their classes lively and memorable, to serve as an example to their students, to realize their meaningfulness in students' lives, to interact with students at their level according to their respective age and cognitive abilities, to be efficient leaders with often a serious and stern manner who are able to encourage students to become good leaders themselves, to function as advisors and a guide for their students, to acquire high level of emotional intelligence, to be sensitive to the needs of their students.

Thus, the aim of this research is to suggest some ways of teaching soft skills to students specializing in the field of secondary education and majoring in foreign language and literature.

Soft skills refer to personalities, attributes, qualities and personal behaviour of individuals [2, p. 1036]. The list of key soft skills necessary for a teacher in a foreign language (literature) learning environment includes the following ones:

1. *Listening skills* (including body language and eye contact). 2. *Positive attitude* (high energy, enthusiasm, confidence, cooperation, patience, respect, sense of humour). 3. *Leadership skills* (quick thinking, ability to coordinate other people, organize events etc). 4. *Communication skills* (ability to face people who are aggressive and to talk to people who can be sensitive). 5. *Inter-personal skills* (understanding intelligence and behavior of other people, knowing how group dynamics work and how each person will react to a certain topic). 6. *Intra-personal skills* (understanding oneself, one's own emotional intelligence, thoughts, beliefs and opinions on things, knowing one's strengths and weaknesses). 7. *Decision-making* (being able to stand one's own ground, independence in one's own decisions). 8. *Teamwork* (understanding the importance of unity, ability to cooperate, find compromise etc). 9. *Creative thinking* (ability to expand imagination in order to approach every aspect of one's professional and personal activities, understanding the world in a better way and coming up with answers that might give a new perspective). 10. *Problem-solving* (ability to control situations that may get out of hand, coming up with solutions for different scenarios) [5].

Soft skills can be taught within the wide range of professionally-biased disciplines such as Practice of English, History of World Literature, Methodology of Teaching a Foreign Language etc. The main steps include: 1. Demonstrating soft skills in action by giving a presentation where you speak clearly, summarize information concisely and engage students personally. Listing the soft skills you used (elocution, organization, interaction, synopsis, and memorization one by one). 2. Providing students with soft skills that comprise items relevant to your group. 3. Preparing a series of lessons that include real-life situations and examples, stories of successful conflict resolution, career advancement and leadership that are best suited for teaching purpose. 4. Assigning group exercises that give students the opportunity to speak, listen, write, organize and lead. Soft skills can be efficiently learned through interaction such as role plays, debates and strategy games. 5. Group brainstorming sessions when participants exercise idea generation, critical thinking and articulate speech. A brainstorming session should start with a problem and each

member of the group has to offer ideas on how to solve the problem. 6. Integrating technology. Audio and video materials let students see verbal skills and body language in action, while popular online resources allow them to complete writing and speaking exercises. 7. Assessing learning through interactive evaluations that demand real-world demonstrations of learning: debates, public speeches, persuasive essays, etc [4]. 8. Giving students parts of a teacher's role making them responsible for classroom tasks like giving out sheets, checking homework, or collecting names for activities. Responsibilities can be extended outside the classroom too by making students act as 'parents' with their friends [3].

Thus, soft skills include: listening skills, positive attitude, leadership skills, communication skills, inter-personal skills, intra-personal skills, decision-making, ability to work in team, creative thinking, emotional intelligence etc. They are crucial for intending teachers majoring in Foreign Language and Literature and can be taught within the wide range of professionally-oriented disciplines. The efficiency of the above-mentioned algorithm of teaching soft skills was proved in practice.

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