Adjectives ending in -ed and -ing

An examiner who assesses guides is talking about some of the qualities that a good guide needs to have.

Fill in the blanks with the words in brackets in either the -ed form or the -ing form.

The most important quality that we are looking for is the ability of the guide to give an 1 _____ talk - no tour is going to be successful if the audience is 2 _____, however 3 _____ the place they are visiting may be. The guides have to have a clear idea of what they are going to say. Preparation is very important because no audience is going to be 4 _____ with a long, 5 _____ commentary that has not been thought out properly.

Guides should also know about microphone technique and how to address the audience and it is 6 _____ how many candidates who come here for examinations have problems with this. It can be very 7 _____ if the guide does not speak into the microphone, and guides need to learn to stand still and avoid too many hand gestures, which can be very 8 _____.

As people, guides need to appear confident and 9 _____, and need to know when to lighten the commentary with an 10 _____ story or anecdote. Long tours can be 11 _____, and it is important to realize when people are getting 12 _____, and to change the pace of a commentary as necessary.

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