Unit 5

5G Personal qualities

1 Match the adjectives with the descriptions of the people.

~~confident~~ enthusiastic friendly good at communicating honest physically fit sensitive

1 She feels sure that she can do the job well. confident
2 He smiles and talks to everyone at work. _____
3 She's good at explaining things to people. _____
4 He always tells the truth. _____
5 She's always excited and interested in new ideas. _____
6 He is active and strong. _____
7 She understands other people's feelings. _____

~~flexible~~ hard-working organised outgoing patient punctual reliable

8 He doesn't mind if things change at work. flexible
9 She plans her work very well. _____
10 He always arrives at work on time. _____
11 She likes being with other people. _____
12 He works very hard. _____
13 You can trust her to do her job well. _____
14 He doesn't mind waiting. _____

2 How many adjectives do you know with the opposite meanings of those in exercise 1? You can use the prefixes *un-*, *dis-*, *in-* and *im-* with some of them.

patient – impatient, hard-working – ...

5H Formal language

4 Replace the underlined words in the sentences with the more formal words below.

available discuss manager many obtain opportunity possess require sit succeed telephone wish

1 Please call me if you need more information.
2 I can get a reference from my current boss.
3 I have got the personal qualities that are necessary to do well in business.
4 I do my exams in June and will be free to start work immediately afterwards.
5 There are lots of reasons why I would like to become a teacher.
6 I would be grateful for the chance to chat about my application in person.