

Personal Qualities

A. Matching

Match each quality with the correct definition.

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| _____ 1. responsible/reliable | a) is on time |
| _____ 2. punctual | b) doesn't tire easily |
| _____ 3. energetic | c) acts like an adult, not a child |
| _____ 4. mature | d) does what they say that they will do |
| _____ 5. honest | e) has good manners |
| _____ 6. conscientious | f) works well with others |
| _____ 7. polite | g) tells the truth, doesn't lie or steal |
| _____ 8. cooperative | h) takes the job seriously |
| _____ 9. thorough | i) orderly, works according to plans |
| _____ 10. patient | j) can accept new or different ideas |
| _____ 11. organized | k) stays with the job, doesn't give up easily, can wait without being mad |
| _____ 12. open-minded | l) does a good job, doesn't forget anything, pays attention to details |
| _____ 13. neat | m) correct |
| _____ 14. flexible | n) can accept change easily |
| _____ 15. accurate | o) clean and tidy, not messy |
| _____ 16. motivated | p) pushes oneself to do a good job |
| _____ 17. creative | q) not lazy |
| _____ 18. hardworking | r) can control oneself |
| _____ 19. resourceful | s) has new ideas and a talent for making new things |
| _____ 20. disciplined | t) good at solving problems with whatever is available |
| _____ 21. well-groomed | u) sociable and talkative, not shy |
| _____ 22. articulate | v) neat and clean in appearance |
| _____ 23. self-confident | w) feels good about oneself |
| _____ 24. outgoing | x) speaks well |