

PERSONAL CHARACTERISTICS

- 1 Beth is so _____. When she says she'll do something, she'll do it!
- 2 My sister is so kind and _____. She always helps other people.
- 3 I'm going to ask Laura for advice. She always tells the truth. She's really _____.
- 4 As a teacher, you need to be _____. Some people learn more slowly than others and can be quite _____ when you correct them.
- 5 I'm seeing Paul tomorrow and I hope he's finished his part of the project. He can be so _____ sometimes!
- 6 I get really nervous when I have to speak in front of people. I'm so _____. I wish I was more _____!
- 7 You have to be _____ and _____ to do well at work. You should set clear goals and think about how you're going to reach them.
- 8 Running your own company means that you need to be _____. There's a lot to do and not a lot of time to do it.
- 9 One of the hardest things about being a writer is being _____. It isn't always easy to think of new ideas.

BE GOING TO AND PRESENT CONTINUOUS

A: We _____ to meet Sarah and Mike for lunch in about ten minutes. Why don't you come along?(leave)

B: I can't. I _____ my manager at one.(meet)

A: Really! That sounds serious! What about?

B: Well, we _____ about my future in the company. (talk)

A: Oh! What _____?(say)

B: I _____ about training to become a project manager. I'm quite nervous about it, actually!(ask)

A: Don't be! Everybody knows that you do an amazing job.

B: Hm, I hope you're right! Hey, some friends _____ for dinner on Saturday. Do you want to come?(come)

A: Sure, sounds good. Good luck with the meeting!