

Unit 8 – Human Resources

Instruction: Match the words with its correct definitions.

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| _____ 1. Shortlist | A. to come together in a single place, or bring people or things together in a single group |
| _____ 2. Assemble | B. Producing or using original and unusual idea. |
| _____ 3. Enthusiastic | C. Able to provide effective solutions to problems. |
| _____ 4. Adaptable | D. Able or willing to change in order to suit different conditions. |
| _____ 5. Methodical | E. based on real facts and not influenced by personal beliefs or feelings. |
| _____ 6. Reliable | F. a list of people who have been judged the most suitable for a job or prize, made from a longer list of people originally considered, and from which one person will be chosen. |
| _____ 7. Ambitious | G. People who do things in a very ordered, careful way. |
| _____ 8. Objective | H. examining or liking to examine things in detail, in order to discover more about them. |
| _____ 9. Creative | I. Showing enthusiasm. |
| _____ 10. Analytical | J. having the power of special knowledge, or (of a person) showing the confidence of having special knowledge |
| _____ 11. Authoritative | K. Someone or something that is reliable can be trusted or believed because he, she, or it works or behaves well in the way you expect |
| _____ 12. Practical | L. Having a strong wish to be successful, powerful, or rich. |