Learn English with pleasure!

Personal and professional qualities

VOCABULARY personal qualities

1A Read about the qualities people need to do their jobs. Which jobs do you think they are talking about?

Winning is the most important thing for me. I've always been **competitive**, so I love my job. I think I'm **a good leader**. It's important that all the players know what they're doing and it's my job to tell them. The decisions I make are important for the whole team, so I can't be **indecisive**.

I have classes of 80 to 100 children so I have to be **hard-working**. I do my best, because education is so important for the children. You need to be **a good communicator** in my job, so that you can get the children interested in what they have to learn. Often, we don't have very many resources, so we also need to be creative and be able to **think outside the box**.

I'm **a risk taker**, so starting my own business wasn't difficult for me. I've always been very **motivated** and **ambitious**. I start work at 4.30a.m. every day. I don't enjoy sleep. You can't afford to be lazy if you want to make money.

B Match the words and phrases in bold above with the definitions 1–9.

1 work with a lot of effort _____
2 have problems making a decision _____
3 think differently or in a new way _____
4 want to be more successful than others _____
5 want to be successful or powerful _____
6 want to achieve something _____
7 person who does things which are dangerous _____
8 person who has the qualities to manage a group of people _____
9 person who can express ideas or feelings clearly to others _____

PERSONAL QUALITIES

1A Complete the sentences with the adjectives in the box.

reliable	sensible	easy-going
aggressive	clever/bright	honest
lazy	punctual	moody
independent		

1 She is very _____. She works well by herself.
2 You never know what to expect. She's very _____, so one minute she's happy, and the next minute, she's shouting at you.
3 She's very _____. I'm sure she will know what to do if there's a difficult situation.
4 He's extremely _____. He is never late for appointments.
5 My new manager is very _____. She doesn't mind what time we get to work, what we wear. She never looks stressed.
6 He always tells the truth. He's very _____.
7 She likes to do as little work as possible. She's a bit _____.
8 He's very _____. He learns very quickly.
9 You know that you can trust and depend on him. He's hardworking and very _____.
10 He nearly attacked one of his employees when he arrived late for the meeting. He's very _____.

By Mary Mulyarchik

LIVEWORKSHEETS