

Personal Qualities

- We use the verb **BE** to express personal information.
- We use the verb **HAVE** to express possession.
- We use the modal **CAN** to express ability.

Put the phrases in the correct column. Follow the order of the numbers given in each box.

I am	I can	I have
		1) a <u>degree</u> in engineering
		2) organized
		3) <u>punctual</u>
		4) honest
		5) <u>speak</u> a foreign language
		6) answer the phone
		7) a <u>certification</u> in customer service
		8) negotiate
		9) a <u>book</u> about business
		10) use 3D modeling software
		11) a <u>business strategy</u>
		12) hardworking
		13) work well with others
		14) an administration student
		15) <u>work experience</u>
		16) an engineering student
		17) a good work <u>ethic</u>
		18) operate a machine

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