

## Vocabulary • Job qualities



**1** Look at these words and phrases. Check the meanings in a dictionary. Then listen and repeat.

2.19

accurate	analytical	excellent IT skills
experienced	good communicator	leadership qualities
organized	patient	practical
punctual	reliable	team player

**2** Complete the sentences with the words from Exercise 1.

1 A *patient* person stays calm and is prepared to wait if necessary.

2 An .... person is efficient and is good at planning his/her time.

3 A .... can express himself/herself well and can give information in a clear way.

4 A .... person is never late.

5 A person with .... is good at being the most important person in a group and likes making decisions.

6 An .... person looks at information carefully and finds the important facts and figures.

7 A .... person likes doing active, useful work.

8 A .... works well with other people and thinks about all the people in his/her group.

9 An .... person has already done a similar job.

10 A .... person is someone you can trust and believe.

11 A person with .... is good at using computers.

12 An .... person is very careful with his/her work and hardly ever makes mistakes.