

Vocabulary • Job qualities

1

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

| | | |
|-------------|-------------------|----------------------|
| 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.