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.

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