Describe each person below using the adjectives above. Some of the workers can be described with two adjectives.

arrogant bossy bright careless creative decisive hardworking
incompetent loyal productive punctual respectful rude strict

1. Clara is always at her desk when I arrive. She is never late for work.
2. Zara is always very polite with the company's visitors but she makes lots of mistakes in her emails.
3. Abdul is able to do more work than the rest of the staff in the same amount of time.
4. Tony would never quit his current job – his company is like his family. He is always ready to work overtime and even on weekends.
5. Mishal never hesitates when she has to make an important decision.
6. Brian likes to give orders to everybody in the office. He also thinks he is better than everybody else.
7. Paolo works hard, but he doesn't have the skills necessary to do his job properly.

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