3 Rewrite these sentences. Find another way to say each sentence using the words given.

1. I'm happy to answer the phone. (mind)
   I don't mind answering the phone.
2. I can't make decisions quickly. (not good at)
   _____
3. I hate making mistakes. (stand)
   _____
4. I don't enjoy working alone. (with a team)
   _____

5 Choose the correct words.

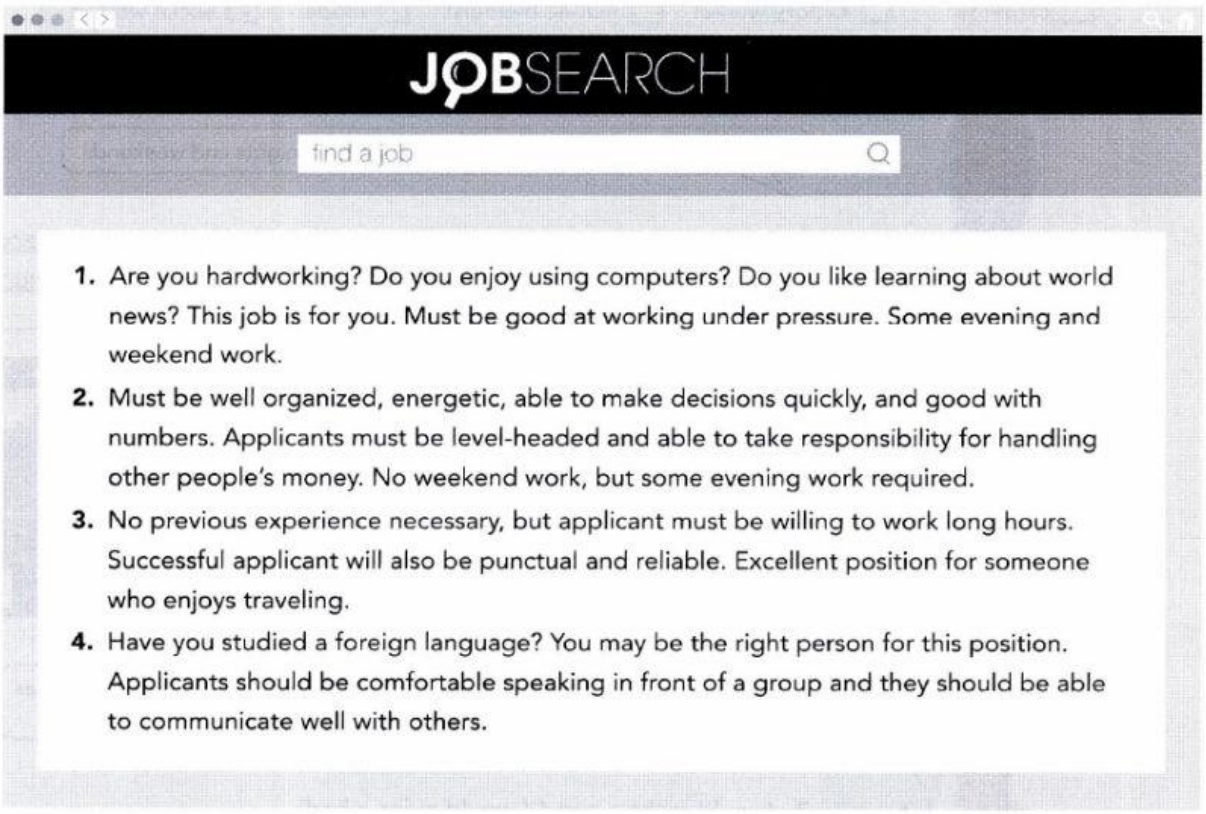
1. Eric hates waiting in line. He's a very _____ person.
   (impatient / disorganized / punctual)
2. You can trust Marta. If she says she's going to do something, she'll do it. She's very _____.
   (hardworking / level-headed / reliable)
3. Kevin isn't good at remembering things. Last week, he missed another important business meeting. He's so _____.
   (efficient / forgetful / moody)

LIVEWORKSHEETS

6 Job ads on the Internet

A Read these job listings. Match the job titles in the box with the listings below.

_____ flight attendant	_____ journalist	_____ language teacher	_____ stockbroker



1. Are you hardworking? Do you enjoy using computers? Do you like learning about world news? This job is for you. Must be good at working under pressure. Some evening and weekend work.
2. Must be well organized, energetic, able to make decisions quickly, and good with numbers. Applicants must be level-headed and able to take responsibility for handling other people's money. No weekend work, but some evening work required.
3. No previous experience necessary, but applicant must be willing to work long hours. Successful applicant will also be punctual and reliable. Excellent position for someone who enjoys traveling.
4. Have you studied a foreign language? You may be the right person for this position. Applicants should be comfortable speaking in front of a group and they should be able to communicate well with others.

B What key word(s) in each job ad helped you find the answers in part A?

1. _____
2. _____
3. _____
4. _____

C Which job would be the best for you? The worst? Number them from 1 (the best) to 4 (the worst) and give reasons. List your special experience, preferences, or personal traits.

Job	Reason
_____ language teacher	_____
_____ journalist	_____
_____ flight attendant	_____
_____ stockbroker	_____

LIVEWORKSHEETS

10 Skills

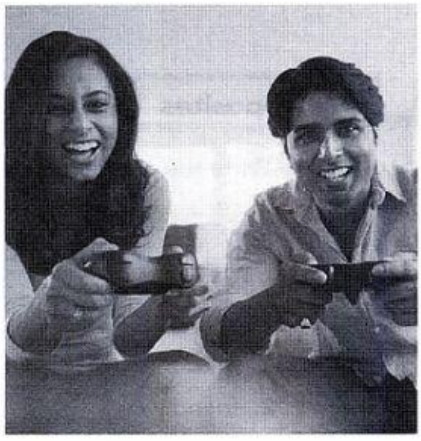
A Choose the correct word to complete each sentence.

☐ critical	☐ efficient	☐ forgetful	☐ generous
☐ impatient	☐ level-headed	☑ reliable	☐ strict

1. I always do my job well. My boss never has to worry because I'm ___reliable___.
2. Ed would make a great nurse because he's so _____. He never gets anxious or upset when things go wrong.
3. A good lawyer has to remember facts. Nathan is a terrible lawyer because he's very _____.
4. My favorite teacher at school was Mrs. Wilson. She was pretty _____, so no one misbehaved in her class.
5. My boss is very _____. She gave me a big holiday bonus.
6. June's assistant is very _____. She works fast and never wastes time.
7. My boss complains about everything I do. He's so _____.
8. Julie is so _____. She can't stand waiting for anything.

B Complete the conversations. Use the phrases in the box.

☐ Neither do	☐ Neither am	☐ Neither is	☐ I don't mind
☐ So is	☐ I am	☐ Neither can	☐ So am



1. **A:** I'm not very good at video games. How about you?
   B: Oh, _____. I play video games every weekend.
2. **A:** Jake is not punctual.
   B: _____ Karen. She's always late.
3. **A:** I'm so disorganized!
   B: _____ I. My desk is a mess. I can never find anything.
4. **A:** I don't mind traveling for work.
   B: _____ I. I think it's kind of fun.
5. **A:** I can't stand working in the evening.
   B: _____ I. I prefer to work during the day.
6. **A:** I'm not very outgoing at parties.
   B: _____ I. I'm usually pretty quiet at social events.
7. **A:** I hate taking the train to work.
   B: _____. I usually read or listen to music when I'm on the train.
8. **A:** Stella is really creative.
   B: _____ Robert. He always has great ideas.

LIVEWORKSHEETS