Describing behaviours.

Look at the following adjectives and put them into the correct columns

| bossy | punctual | aggressive | confident |
| passive | stressed | assertive | supportive |

careless

Qualities	Weaknesses

Describing behaviours.

Choose the correct adjective for the behaviour.

1. Roda is a great boss. She always helps you and gives you advice when you have a problem. She's
2. Clara is always at her desk when I arrive. She's always
3. Kristina speaks up in meetings, is not afraid to give her opinion and never hesitates when she has to make an important decision. She's
4. Jon is always shouting and swearing and sometimes he slams the door after himself in anger. He's very
5. Sally hardly ever speaks in meetings and doesn't like giving her opinions. She's
6. Zara is very polite to the customers but she often makes lots of mistakes in her emails. She's
7. Brian usually likes to give orders to everybody. He's
8. When Bhavna gives a presentation she speaks really clearly, holds eye contact and is able to deal with questions really well. She's