

Unit 5

5G Personal qualities

1 Match the adjectives with the descriptions of the people.

confident enthusiastic friendly good at communicating
honest physically fit sensitive

- 1 She feels sure that she can do the job well. **confident**
- 2 He smiles and talks to everyone at work. _____
- 3 She's good at explaining things to people. _____
- 4 He always tells the truth. _____
- 5 She's always excited and interested in new ideas.

- 6 He is active and strong. _____
- 7 She understands other people's feelings. _____

flexible hard-working organised outgoing patient
punctual reliable

- 8 He doesn't mind if things change at work. **flexible**
- 9 She plans her work very well. _____
- 10 He always arrives at work on time. _____
- 11 She likes being with other people. _____
- 12 He works very hard. _____
- 13 You can trust her to do her job well. _____
- 14 He doesn't mind waiting. _____

2 How many adjectives do you know with the opposite meanings of those in exercise 1? You can use the prefixes *un-*, *dis-*, *in-* and *im-* with some of them.
patient – impatient, hard-working – ...

5H Formal language

4 Replace the underlined words in the sentences with the more formal words below.

available discuss manager many obtain opportunity
possess require sit succeed telephone wish

- 1 Please call me if you need more information.
- 2 I can get a reference from my current boss.
- 3 I have got the personal qualities that are necessary to do well in business.
- 4 I do my exams in June and will be free to start work immediately afterwards.
- 5 There are lots of reasons why I would like to become a teacher.
- 6 I would be grateful for the chance to chat about my application in person.