

PERSONAL QUALITIES TO APPLY FOR A JOB

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. _____