

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. _____