UNIT 1. STRENGTHS and WEAKNESSES. **SURNAME and NAME**

Task 1. Match the halves of the sentences about STRENGTHS and WEAKNESSES to get a meaningful sentence.

1. People have different strengths and weaknesses	1. that make them unique.
2. Recognizing your weaknesses is	2. but weaknesses can hold you back.
3. Strengths can help you achieve your goals,	3. and forget to appreciate their strengths.
4. Some people focus too much on their weaknesses	4. the first step towards improving yourself
5. Overcoming your weaknesses can be	5. it feels dismissive of the areas where we need improvement.
6. It really bothers me when people say things like 'focus on your strengths' because	6. it's about finding that balance and making progress in both areas
7. For me, I'm good at writing, but I know I need to work on my public speaking skills;	7. a challenge, but it's worth it in the end.

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Task 2. Match the words/phrases (STRENGTHS) on the left with their definitions on the right:

1. Switching between different tasks quickly:	a) Evaluating information, ideas, or problems logically and objectively to make informed decisions or solve complex issues
2. Prioritizing	b) Demonstrating the ability to transition and work on various tasks or projects efficiently and without loss of productivity.
3. Thinking critically	c) Identifying and ranking tasks or activities based on their importance and urgency.
4. Coming up with innovative solutions	d) Maintaining composure and effectiveness when facing tight deadlines, high-stress situations, or challenging circumstances
5. Working well under pressure	e) Managing and resolving disagreements or disputes between individuals or groups in a constructive and peaceful manner
6. Public speaking	f) Finding creative and novel answers to problems or challenges, often by thinking outside the box
7. Handling conflicts	g) Effectively communicating and delivering information to a group of people in a clear, engaging, and confident manner

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Task 3. Match the words/phrases (WEAKNESSES) on the left with their definitions on the right:

1 Losing track of deadlines	a Criticizing or blaming oneself excessively for mistakes or shortcomings, leading to feelings of guilt, shame, or inadequacy.
2 Being a perfectionist	b Feeling anxious or uncomfortable when communicating with others in public settings or over the phone, often resulting in avoidance or reluctance to engage in such situations.
3 Being too hard on yourself	c Forgetting or failing to keep track of important dates or times by which tasks or assignments need to be completed, potentially causing delays or missed opportunities.
4 Getting nervous about speaking to groups or on the phone	d Dismissing or justifying criticism or suggestions intended to help improve one's performance or behavior, instead of taking them into consideration and making necessary changes.
5 Getting too caught up in small details	e Focusing too much on minor aspects of a task or project, sometimes at the expense of the bigger picture or overall goal.

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Task 4. Choose the correct word to fill in the gaps in the sentences.

contribute / excel / struggle / maintaining / handling / comfortable / willing to / approaching / self-motivated / clarification/ constructive feedback / pick up/ _expectations/ meet deadlines

1. I prioritize _____ work-life balance, even if it means turning down extra projects or working from home occasionally.
2. As an experienced professional, I've learned that I'm not _____ with vague instructions, preferring instead clear tasks and expectations to help me _____ in my role.
3. Despite my impressive resume and experience, I sometimes _____ with not being confident when _____ new challenges, but I've learned how to push past those initial fears and doubts and rise to the occasion.
4. One of my strengths is my open-mindedness and willingness to consider different perspectives, but I understand the importance of not being _____ change your mind just for the sake of people-pleasing or avoiding conflict.
5. I recognize the significance of timely communication and know when to ask for _____, whether it's to ensure I'm meeting _____ or to avoid mistakes that could hurt the team or organization.
6. As someone who values effective communication, I make a point to _____ on nonverbal cues from colleagues and clients, whether it's through active listening or observing body language during meetings and conversations.
7. I believe that _____ conflicts in the workplace requires open communication and a focus on finding solutions that benefit all parties involved.
8. I take my responsibilities seriously and always strive to _____. However, there was one instance where I had difficulty due to unforeseen circumstances, and I learned the importance of better time management.
9. I am highly _____ and set personal goals to continuously improve my skills and _____ more effectively to my team.
10. I believe in the power of _____ to foster growth and collaboration within a team. I often offer advice in a respectful and helpful manner to support my colleagues' development."

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Task 5. Choose the most appropriate word to fill in the gaps in the text.

persuasive / thinking outside / find solutions to / confident / strong rapport / delegating tasks / convince / communicate / lose track/ to improve / take / work-life balance / skilled at / have control / coming up

One of my greatest strengths is my ability to cope with difficult situations. I am able to stay calm under pressure and 1) _____ problems quickly and efficiently. Additionally, I consider myself to be 2)_____. I am able to 3)_____ my ideas effectively and 4)_____ others to see my point of view.

Another strength of mine is being proactive. I 5)_____ initiative and am always looking for ways 6)_____ processes or procedures. I am also 7)_____ building relationships with colleagues and clients alike. I am willing to go above and beyond to help others and build a 8)_____ with them.

In terms of weaknesses, I sometimes struggle with 9)_____ with innovative solutions. While I am great at problem-solving, I tend to rely on tried and true methods rather than 10)_____ the box. Additionally, I have difficulty 11)_____ to others. I like to 12)_____ over projects and sometimes have trouble letting go.

I also recognize that I need to work on displaying emotional intelligence. I can sometimes come across as blunt or insensitive when communicating with others. Furthermore, I occasionally 13)_____ of deadlines or work products, which can be detrimental to the team's success. Lastly, I often make grammar errors when writing, which is something I am actively working on improving.

Overall, I believe that maintaining a 14)_____ is crucial to being successful in the workplace. While I am not always comfortable with vague instructions, I am 15)_____ in my abilities and am willing to learn and grow.

Thank you for taking the time to read my letter.

Sincerely,

Emily Jones

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