

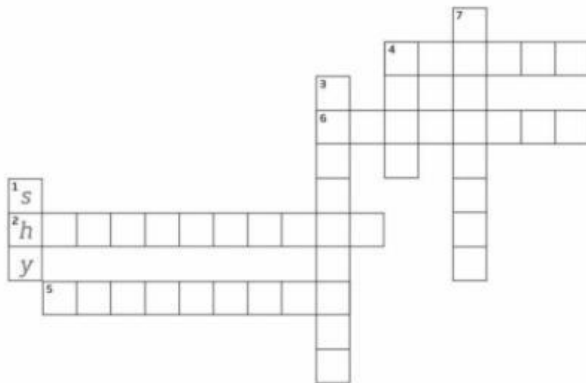
## Vocabulary

### Personal characteristics

#### 1 Complete the missing words.

- Beth is so r *eliabl* e. When she says she'll do something, she'll do it!
- My sister is so kind and c \_\_\_\_ g. She always helps other people.
- I'm going to ask Laura for advice. She always tells the truth. She's really h \_\_\_\_ t.
- As a teacher, you need to be p \_\_\_\_ t. Some people learn more slowly than others and can be quite s \_\_\_\_ e when you correct them.
- I'm seeing Paul tomorrow and I hope he's finished his part of the project. He can be so l \_\_\_\_ y sometimes!
- I get really nervous when I have to speak in front of people. I'm so s \_\_\_\_ y. I wish I was more c \_\_\_\_ t!
- You have to be a \_\_\_\_ s and h \_\_\_\_ d-w \_\_\_\_ g to do well at work. You should set clear goals and think about how you're going to reach them.
- Running your own company means that you need to be o \_\_\_\_ d. There's a lot to do and not a lot of time to do it.
- One of the hardest things about being a writer is being c \_\_\_\_ e. It isn't always easy to think of new ideas.

#### 2 Use the clues to complete the crossword.



#### Across

- If you do a lot of work, you are a \_\_\_\_ person. (11)
- If you like helping people, you are a \_\_\_\_ person. (6)
- If you want to do well at work, you are \_\_\_\_ (9)
- If people trust you, you are a \_\_\_\_ person. (8)

#### Down

- If you get nervous when meeting new people, you are \_\_\_\_ (3)
- If you plan what to do every day, you are an \_\_\_\_ person. (9)
- If you are relaxed and don't worry about things, you are a \_\_\_\_ person. (4)
- If you love performing, painting or drawing, you are \_\_\_\_ (8)

## Grammar

### be going to and present continuous

#### 3 Complete the conversation with one word in each gap.

- A: We <sup>1</sup> *'re* leaving to meet Sarah and Mike for lunch in about ten minutes. Why don't you come along?
- B: I can't. I <sup>2</sup> \_\_\_\_\_ meeting my manager at one.
- A: Really! That sounds serious! What about?
- B: Well, we're <sup>3</sup> \_\_\_\_\_ to talk about my future in the company.
- A: Oh! What <sup>4</sup> \_\_\_\_\_ you going to say?
- B: I'm going <sup>5</sup> \_\_\_\_\_ ask about training to become a project manager. I'm quite nervous about it, actually!
- A: Don't be! Everybody knows that you do an amazing job.
- B: Hm, I hope you're right! Hey, some friends <sup>6</sup> \_\_\_\_\_ coming for dinner on Saturday. Do you want to come?
- A: Sure, sounds good. Good luck with the meeting!

#### 4a Put the words in the correct order to make questions.

- What / to do after university / is she / going / ?  
*What is she going to do after university?*
- are we / seeing / this week / When / Tim / ?  
\_\_\_\_\_
- going / you leave school / What / to do / when / are you / ?  
\_\_\_\_\_
- What / course / on Tuesday / are you / starting / ?  
\_\_\_\_\_
- are they / staying / next weekend / How long / ?  
\_\_\_\_\_
- is David / going / in the future / to do / What / ?  
\_\_\_\_\_

#### b Match questions 1–6 in Exercise 4a with responses a–f.

- From Saturday afternoon until Sunday evening. 5
- He doesn't know. He's thinking about it. \_\_\_\_
- French, but it's actually not starting until Wednesday. \_\_\_\_
- I'm going to study for a degree in engineering. \_\_\_\_
- We're meeting him on Friday night. \_\_\_\_
- She's going to travel abroad for a year. \_\_\_\_

