Vocabulary : Professional skills and personality traits.

6. Match each professional skill to their example. Can you think of any more examples?

Adaptability	Frank always considers the opinions of his colleagues and always offers himself to help and assist them.
Communication	Emma always finishes her tasks on time and meets all deadlines.
Accountability	Hannah acknowledged her mistake and rectified immediately.
Punctuality	You can trust Tina, she's always there if you need help, she's an excellent worker and you can rely on her for anything.
Reliability	Melissa communicates clearly and effectively; I always understand what I have to do when she's supervising the salon.
Time management	John changed the way he usually works to meet the needs of his customer who happened to have autism.
Teamwork	Jane never arrives late to work.

7. Which specific professional traits should these employees have? Match the skills to each job. Some skills may apply to more than one job.



Hairdresser
Hair removal technician
Skincare consultant
Make-up artist
Nail technician

Nail polish application
Hair removal techniques
Assessing skin type and sensitivity
Creativity
Hygiene and sanitation
Colour theory
Skin care
Customer service
Make-up techniques
Haircutting

9. Put the words in the correct column in the order they appear.

1. Curiosity 2. empathy 3. teamwork 4. continuous learning 5. humility 6. attention to detail 7. resilience 8. multitasking 9. leadership 10. problem-solving 11. patience 12. optimism 13. organisation 14. initiative 15. public speaking 16. decision-making

PROFESSIONAL SKILLS	PERSONALITY TRAITS
1._____ **2.** _____ **3.** _____ **4.** _____ **5.** _____ **6.** _____ **7.** _____ **8.** _____ **9.**_____ **10.** _____	**1.** _____ **2.** _____ **3**_____ **4.** _____ **5.** _____ **6.** _____

LIVEWORKSHEETS

Vocabulary : Professional skills and personality traits.

10. Match the words to their definitions. (Write just the correct letter)

1. Multitasking ___ 2. Resilience ___ 3. Decision-making ___ 4. Problem-solving ___ 5. Integrity ___	a) The ability to be happy, successful, etc. again after something difficult or bad has happened. b) The quality of being honest and having strong moral principles that you refuse to change. c) The ability to do several different jobs at the same time. d) The ability of making choices, esp. important choices. e) The ability of finding solutions to difficulties

ORAL PRACTICE Tell your classmates about this:
What personality traits and professional skills do you have? Give a real-life example to illustrate those skills and traits that you have.

LIVEWORKSHEETS