

Vocabulary : Professional skills and personality traits.

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

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| 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. |

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

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|------------------------|---------------|------------------|------------------------|---------------------|
| 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. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | |
| 8. _____ | |
| 9. _____ | |
| 10. _____ | |

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

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