

Vocabulary : Professional skills and personality traits.

1. 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.

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

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

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.