

Personal skills

→ Student's Book p22

5 ★★★ Match the personal skills with the descriptions.

1	_____ time management	A thinking of new ideas
2	_____ communication	B considering every part of something, however small
3	_____ leadership	C reaching an agreement
4	_____ negotiation	D being the person in control
5	_____ creativity	E deciding how something will look or work
6	_____ organization	F using your time effectively
7	_____ design	G making arrangements for something to happen
8	_____ attention to detail	H speaking and listening

6 ★★★ Look at the pictures. Complete the words.



- 1 Marie's time m a n a g e m e n t skills have never been particularly good.
- 2 All the products look beautiful thanks to Pablo's d e s i g n skills.
- 3 Julia taught herself computer p r o g r a m m i n g.
- 4 Ania showed her excellent i n d e p e n d e n c e skills when climbing in the mountains recently.

7 ★★★ Complete the sentences about personal skills.

- 1 People with excellent communication skills can speak well and explain their ideas to other people.
- 2 Leadership is an important skill for someone who is able to make good decisions and inspire others.
- 3 A suitable job for someone with attention to detail would be a person who needs to pay close attention to small details.
- 4 Someone who is good at critical thinking is able to analyze situations and make sound judgments.
- 5 People with excellent organizational skills are ideally suited to jobs that require managing time and resources effectively.
- 6 A suitable job for someone with great design skills would be a person who can create visually appealing and functional products.

EXTRA Personality adjectives

8 ★★★ Complete the adjectives in the dialogue.

Leah Who do you think should be student president?

Ryan Well, Jay is so relaxed and doesn't get stressed.

Isla Yes, we need someone ¹c a l m like that.

Ryan What about Asha? You can trust her always to do the work well, and I think we need someone ²p o o l like that. Then there's Paul.

Leah He's very ³a l e g o o g. I think he wants to be president of the country one day!

Isla Yes, that's true. He's also really ⁴c h o o g o o. He hates losing and will do anything to win.

Ryan How about Karim? He's held a lot of meetings explaining what he wants to do. He's certainly ⁵k o o g o o g!

Leah I like Karim. He's always got time to help people. I think he's really ⁶g o o g o o g.

Isla I know he's had problems, but he's never let them stop him from succeeding. He's very ⁷d o o g o o g in life.