

Personal skills

➔ Student's Book p22

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

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|----------------------------|--|
| 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.



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

7 ☆☆☆ Complete the sentences about personal skills.

- People with excellent communication skills can speak well and explain their ideas to other people.
- Leadership is an important skill for someone who _____.
- A suitable job for someone with attention to detail would be _____.
- Someone who is good at critical thinking is able to _____.
- People with excellent organizational skills are ideally suited to _____.
- A suitable job for someone with great design skills would be _____.

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 ¹ c 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 ² p _____ like that. Then there's Paul.
- Leah** He's very ³ a _____. I think he wants to be president of the country one day!
- Isla** Yes, that's true. He's also really ⁴ c _____. 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 ⁵ k _____!
- Leah** I like Karim. He's always got time to help people. I think he's really ⁶ g _____.
- Isla** I know he's had problems, but he's never let them stop him from succeeding. He's very ⁷ d _____ in life.