

4a Complete the text with some of these words.

Personal qualities

ambitious • calm • caring •
clever/bright • confident • creative •
determined • fit • flexible •
hard-working • patient • reliable •
responsible • sensitive •
sociable/friendly • strong •
well-organised

4b Listen and check your answers.

5 Look at the words in 4a that you did not use and try to define or explain them.

You're caring if you are kind to people and look after them.



ESSENTIAL QUALITIES IN THE WORLD OF WORK

There are jobs where you need to have a specific skill or personal quality. But there are many personal qualities that are useful in almost any job. For example, it's always important to be (a) ..., i.e. to plan things carefully and know exactly what you're doing. It's also important to be (b) ... so that you adapt to changing situations. Being (c) ... isn't just a quality that artists and writers need – it's essential in any job where you need imagination to think of new ideas or solutions to problems. Working in teams is always important, so it's good if you are (d) ... and (e) ... and like working with other people. It's vital that you are (f) ... and (g) ..., too, so that people know they can depend on you. It also helps if you're (h) ... and (i) ... so that you don't panic or get angry when things start to go wrong. And, finally, it's OK to be (j) ... and to want to be a big success in your job!

Work with a classmate. Read the employee statements below. Write the personal quality or qualities that match the employee's statement. There may be more than one correct answer. Refer to the list of qualities on the previous page as you work.

1. I don't mind doing different things at work. I can change easily.

2. I enjoy working with people and I get along with everyone. I'm ready to help my co-workers when they need it.

3. If I see something that needs to be done, I don't wait for someone to tell me to do it. I do it right away.

4. I am careful with my work. I check it twice to be sure that everything is complete and correct.

5. I work well alone, and I am not afraid to make decisions.

6. I always complete my work, and I'm never late.

7. I do the most important tasks first, and I keep my things in order so that I can find what I need quickly.

8. If something is difficult, I ask questions and keep trying until I get it done right.

9. I am responsible with money and respect company property. I never take anything that isn't mine.

10. I don't get upset when someone is angry. I stay calm, and I listen.

NEGATIVE PREFIXES

Exercise 1: Make these adjectives negative in meaning by choosing the correct prefix. Write the words in the correct columns.

honest sincere regular legal possible friendly capable patient logical expensive formal
loyal correct happy polite sensitive practical obedient responsible comfortable modest

Un-	Ir-	Im-
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dis-	Il-	In-
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exercise: Negative Prefixes – Personal Qualities

Choose the correct answer (A, B, C or D). Write the letter on the line.

- Jane doesn't like waiting. She's so _____ patient.
A. un B. im C. in D. dis 1. _____
- My brother is quite _____ organised. He never knows where his things are.
A. un B. in C. dis D. ir 2. _____
- I didn't believe what the man said. He seemed _____ honest.
A. in B. un C. dis D. im 3. _____
- What do you think is the best way to discipline an _____ obedient child?
A. in B. dis C. un D. il 4. _____

5. I think Jeremy is totally _____ sensitive to my feelings.
He never thinks about how I feel. 5. _____
A. un B. in C. dis D. il
6. Kate is _____ modest; she thinks she's very good and clever
and likes to talk about herself. 6. _____
A. un B. in C. ir D. im
7. We're quite _____ satisfied with our group's teamwork
because nobody cooperates. 7. _____
A. dis B. un C. in D. im
8. Don't drive so fast. It's _____ responsible behavior. 8. _____
A. un B. in C. dis D. ir
9. Sarah is always late and misses meetings. She's very
_____ punctual. 9. _____
A. un B. dis C. in D. ir
10. Mark never keeps his promises. He's _____ reliable. 10. _____
A. un B. dis C. in D. ir



I am energetic. I like the fast pace of the kitchen. I am also good at following instructions. I can read recipes without help. I also work well under pressure. I stay calm and focused, and I can get the job done right.

Practice a job interview with a classmate or in a small group. Use the sentences you wrote above. Describe yourself and mention positive and negative personal qualities. Repeat the practice until you don't need to read your paper.

Interviewer: *Tell me about yourself.*

Applicant: _____
(Talk about your personal qualities. Mention positive and negative qualities.)