

Module: CLB 3 - Preparation for Employment
Knowledge: Grammatical – Vocabulary
Task 1: Match the words with the definitions

Words	Definitions
Cooperative	Does what other people expect them to do
Dependable	Comes to work or appointments on time
Efficient	Keeps everything in the correct place most of the time; tidy
Hardworking	Nice, friendly, easy to be with
Motivated	Works hard
Organized	Wants to do a good job; wants to move ahead
Pleasant	Works quickly with almost no mistakes
Punctual	Works well with other people

Task 2: Complete the sentences with the words from above.

1. Amira's desk is so tidy, and she can find things easily. She is an _____ person.
2. Doctors and nurses work long hours and their work is not easy. They are _____.
3. Harjinder is _____. He found a new way to do his work more quickly.
4. I don't like working with him. He doesn't like to help people, and he isn't very _____.
5. I need to set an alarm so I can be more _____ for work.
6. It is important to be _____ with customers even when they complain. We don't want to lose their business.
7. She got fired because she wasn't _____. She took too many days off and didn't do her work.
8. Yousif is very _____. He is taking courses to improve his computer skills.

Adapted from Future English for Results 3