

QUALITIES FOR JOBS

Fill in each gap with a word from the box

organized	sociable	humorous	responsible	co-operative	
experienced	knowledgeable	serious	dedicated	disciplined	
communicative	patient	flexible	creative	motivated	punctual

1. You can wait calmly and don't get upset.
2. You think about things in a careful and sensible way, you don't like joking.
3. You always plan things carefully and orderly.
4. You enjoy spending time with other people.
5. It's funny to be with you, you can make people laugh.
6. You have knowledge and skills through experience.
7. You work well with other people.
8. You can change and adapt things quickly.
9. You do all your best and work hard because the job is important to you.
10. You're never late for work.
11. You can make and invent new things. You like designing.
12. You're reliable and you always try to finish your duty well.
13. You have good deal of knowledge.
14. You're eager and interested in your job. You have a will to succeed.
15. You're willing to talk and give information.
16. You have good self control, you tend to follow rules in work.

