

## Adjectives ending in -ed and -ing

*An examiner who assesses guides is talking about some of the qualities that a good guide needs to have.*

**Fill in the blanks with the words in brackets in either the -ed form or the -ing form.**

The most important quality that we are looking for is the ability of the guide to give an 1 \_\_\_\_\_ talk - no tour is going to be successful if the audience is 2 \_\_\_\_\_, however 3 \_\_\_\_\_ the place they are visiting may be. The guides have to have a clear idea of what they are going to say. Preparation is very important because no audience is going to be 4 \_\_\_\_\_ with a long, 5 \_\_\_\_\_ commentary that has not been thought out properly.

Guides should also know about microphone technique and how to address the audience and it is 6 \_\_\_\_\_ how many candidates who come here for examinations have problems with this. It can be very 7 \_\_\_\_\_ if the guide does not speak into the microphone, and guides need to learn to stand still and avoid too many hand gestures, which can be very 8 \_\_\_\_\_.

As people, guides need to appear confident and 9 \_\_\_\_\_, and need to know when to lighten the commentary with an 10 \_\_\_\_\_ story or anecdote. Long tours can be 11 \_\_\_\_\_, and it is important to realize when people are getting 12 \_\_\_\_\_, and to change the pace of a commentary as necessary.