Complete the text with the correct form of the verb:

What makes a good employee?

Here are the top employee qualities:

1. **Communicator**: Employers …….. (prefer) to hire employees who can communicate well and express themselves in a clear manner, whether in writing or speaking. Inappropriate communication between employees can cause many problems to the company.

2. **Self-Motivated**: A good employee always…… (take) responsibility or a more responsible position. He/She ……(work) beyond the call of duty in order to meet goals or to solve problems.

3. **Hard worker:** A good employee …….. (have) to work hard.

4. **Adaptable/decisive and effective learner:** Employees …… (have) to know how to adapt themselves to new environment, want to learn new things (quick learners) and do their best in changes.

5. **Team Player**: Many companies…… (consist) of teams. Any company…… (require) an effective team effort. An employee who can contribute is an ideal worker.

6. **Helping others:** People …….. (appreciate) a helping hand every now and then. This ……(make) the person establish friendly relations with the coworkers.

7. **Honesty**: A good employee is honest about his/her work and qualifications. If you……. (want) to be a good employee, you will be willing to receive feedback (bad as good) to become a good learner.

8. **Ethical**: A good employee…… (follow) the policies of the company and inspires others to do so too.

9. **Give credit where it is due**: A good employee …….. (give) credit to the right co-worker and…….. (share) her/his own accolades with her/his team.

10. **Polite:** A good employee …….. (greet) his/her co-workers a 'good morning', he/she …….. (say) little courteous things like 'thank you' and 'you are welcome'.

11. **Disciplined and punctual**: Time is money. Coming late to office, taking unnecessary breaks, procrastinating and leaving earlier than the usual hours …….. (cost) money to the company. No employer …… (appreciate) this.

12. **Avoid gossip**: A good employee……(avoid) spreading office gossip or rumors. He/She ……..(respect) the privacy of the co-workers. He/She ……(safeguard) and …… (protect) the confidential nature of office business and transactions.

LIVEWORKSHEETS