

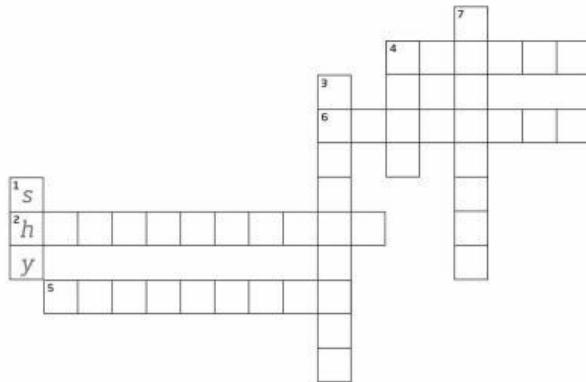
## Vocabulary

### Personal characteristics

#### 1 Complete the missing words.

- 1 Beth is so reliable. When she says she'll do something, she'll do it!
- 2 My sister is so kind and caring. She always helps other people.
- 3 I'm going to ask Laura for advice. She always tells the truth. She's really honest.
- 4 As a teacher, you need to be patient. Some people learn more slowly than others and can be quite sensitive when you correct them.
- 5 I'm seeing Paul tomorrow and I hope he's finished his part of the project. He can be so lazy sometimes!
- 6 I get really nervous when I have to speak in front of people. I'm so shy. I wish I was more confident!
- 7 You have to be a self-starter and hard-working to do well at work. You should set clear goals and think about how you're going to reach them.
- 8 Running your own company means that you need to be organised. There's a lot to do and not a lot of time to do it.
- 9 One of the hardest things about being a writer is being creative. It isn't always easy to think of new ideas.

#### 2 Use the clues to complete the crossword.



##### Across

- 2 If you do a lot of work, you are a hard-working person. (11)
- 4 If you like helping people, you are a caring person. (6)
- 5 If you want to do well at work, you are organised. (9)
- 6 If people trust you, you are a reliable person. (8)

##### Down

- 1 If you get nervous when meeting new people, you are nervous. (3)
- 3 If you plan what to do every day, you are an organised person. (9)
- 4 If you are relaxed and don't worry about things, you are a relaxed person. (4)
- 7 If you love performing, painting or drawing, you are creative. (8)

## Grammar

### be going to and present continuous

#### 3 Complete the conversation with one word in each gap.

A: We <sup>1</sup> are leaving to meet Sarah and Mike for lunch in about ten minutes. Why don't you come along?

B: I can't. I <sup>2</sup> meeting my manager at one.

A: Really! That sounds serious! What about?

B: Well, we're <sup>3</sup> to talk about my future in the company.

A: Oh! What <sup>4</sup> you going to say?

B: I'm going <sup>5</sup> ask about training to become a project manager. I'm quite nervous about it, actually!

A: Don't be! Everybody knows that you do an amazing job.

B: Hm, I hope you're right! Hey, some friends <sup>6</sup> coming for dinner on Saturday. Do you want to come?

A: Sure, sounds good. Good luck with the meeting!

#### 4a Put the words in the correct order to make questions.

- 1 What / to do after university / is she / going / ?  
*What is she going to do after university?*
- 2 are we / seeing / this week / When / Tim / ?  
.....
- 3 going / you leave school / What / to do / when / are you / ?  
.....
- 4 What / course / on Tuesday / are you / starting / ?  
.....
- 5 are they / staying / next weekend / How long / ?  
.....
- 6 is David / going / in the future / to do / What / ?  
.....

#### b Match questions 1–6 in Exercise 4a with responses a–f.

- a From Saturday afternoon until Sunday evening. 5
- b He doesn't know. He's thinking about it. .....
- c French, but it's actually not starting until Wednesday. .....
- d I'm going to study for a degree in engineering. .....
- e We're meeting him on Friday night. .....
- f She's going to travel abroad for a year. .....

