

TRANSFERABLE SKILLS

1 Complete the text using the words in the box.

attitude communication determination
goals integrity player outside thinking

Geoff works hard and has a can-do ¹ _____, which makes him a very good team ² _____. He has a lot of ³ _____ and never gives up when things are difficult. He also uses critical ⁴ _____ to solve problems and is able to think ⁵ _____ the box. He sets realistic ⁶ _____ for himself and his team. Geoff shows he has great ⁷ _____ - he never blames other people for his mistakes. All this, together with his excellent ⁸ _____ skills, makes him a valuable employee.

2 Complete the sentences with the correct form of the words in capitals.

- 1 Ewa is very _____ and can work in many different job areas. ADAPT
- 2 We need _____ people to do this kind of work. RESOURCE
- 3 _____ is an important quality for this job. We can't have someone who is often late or off sick. DEPEND
- 4 He doesn't have as much _____ as we would like. CONFIDENT
- 5 I would like to see more _____ in the way he works. FLEXIBLE
- 6 We want someone who is _____ to reach the top level. AMBITION
- 7 I am _____ about the work I do. PASSION
- 8 I'd like a job which gives me a lot of _____ to make my own decisions. INDEPENDENT