

4a Complete the text with some of these words.

Personal qualities

ambitious • calm • caring •
clever/bright • confident • creative •
determined • fit • flexible •
hard-working • patient • reliable •
responsible • sensitive •
sociable/friendly • strong •
well-organised

4b Listen and check your answers.

5 Look at the words in 4a that you did not use and try to define or explain them.

You're caring if you are kind to people and look after them.



ESSENTIAL QUALITIES IN THE WORLD OF WORK

There are jobs where you need to have a specific skill or personal quality. But there are many personal qualities that are useful in almost any job. For example, it's always important to be

(a) i.e. to plan things carefully and know exactly what you're doing. It's also important to be (b) so that you adapt to changing situations. Being (c) isn't just a quality that artists and writers need – it's essential in any job where you need imagination to think of new ideas or solutions to problems. Working in teams is always important, so it's good if you are (d) and (e) and like working with other people. It's vital that you are (f) and (g), too, so that people know they can depend on you. It also helps if you're (h) and (i) so that you don't panic or get angry when things start to go wrong. And, finally, it's OK to be (j) and to want to be a big success in your job!