

VOCABULARY: QUALITIES AND ATTITUDES IN THE WORKPLACE

1. **Adaptable:** able or willing to change in order to suit different conditions
2. **Considerate:** kind and helpful
3. **Easy-going / good-tempered:** relaxed and not easily upset or worried
4. **Flexible:** able to change easily according the situation
5. **Friendly:** kind towards someone
6. **Hard-working:** always putting a lot of effort and care into work
7. **Honest:** telling the truth or able to be trusted
8. **Motivated:** enthusiastic or determined because you really want to do something
9. **Optimistic:** hoping that good things will happen in the future
10. **Reliable:** can be trusted
11. **Sensible:** acting on good judgement, reasonable
12. **Tidy:** having everything ordered and arranged in the right place
13. **Disciplined:** behaving in a controlled way
14. **Efficient:** working in a way that gets the results you want without any waste
15. **Proactive:** taking action by causing change and not only reacting to change, intended to produce a good result to avoid a problem, rather than waiting until there is a problem
16. **Resourceful:** skilled at solving problems and making decisions on your own
17. **Meticulous:** very careful and with great attention to details
18. **Consistent:** always behaving in a similar, positive way
19. **Polite:** shows understanding, care and respect for others
20. **Insightful:** showing a clear and usually original understanding of a complicated situation or problem
21. **Encouraging:** making you feel more confidence or hope
22. **Open-minded:** willing to consider ideas and opinions that are new or different to your own
23. **Witty:** using words in a clever and funny way
24. **Creative:** producing original and unusual ideas
25. **Bright:** intelligent and quick to learn
26. **Productive:** having positive results
27. **Empathetic:** having the ability to image how someone else feels

28. **Assertive:** behaving confidently and not frightened to say what they want or believe
29. **Loyal:** firm and not changing support for a person/organization, or in your principles
30. **Resilient:** able to be happy, successful again after something difficult or bad happened