

Describing personal qualities at work

1. Match the pictures to the industry sectors 1 – 5.



financee....
 ITb....
 manufacturinga.....

retailc....
 sales and marketingd...

skills: something you're able to do & can learn
 personal qualities: what you're like

2. What skills do you need to work in IT? What personal qualities do you need to work in this sector?

skills:

- organisation
- linux
- programming
- scripting
- networking

personal qualities:

- communication
- patience, kindness
- creativity
- motivation
- abstract thinking

3. Read the job adverts. Which of the industry sectors in 1 do the companies operate in?

1 Do you like working in an exciting modern industry? We are looking for web designers to join our **talented** team. We need **creative** thinkers, but you also need to be **practical**. Of course, you'll also be **hard-working** – the hours are long, but the rewards are high! Have you got what it takes? IT

2 With a chain of stores throughout the country, we can offer an exciting career for **ambitious** people. We are looking for trainee managers, so we need people with **good leadership skills** who are also **team players**. Find out more at ... retail

3 Do you want to be part of our busy call centre team? We are recruiting now for sales staff with **good communication skills** and the ability to be **independent** and **self-motivated**. Excellent telephone skills are essential in this job. Call us now for more information. sales & marketing

4. Match these definitions with the words and phrases in **bold** in the adverts.

- | | |
|---|-------------------------------|
| 1 able to work alone | <u>independent</u> |
| 2 good at working with other people in a group | <u>team player</u> |
| 3 good at talking to people and explaining things | <u>good comm skill</u> |
| 4 having a natural ability to do something well | <u>talented</u> |
| 5 putting a lot of effort into a job | <u>hard working</u> |
| 6 willing and able to work hard without being told what to do | <u>self-motivated</u> |
| 7 determined to be successful, rich, powerful, etc. | <u>ambitious</u> |
| 8 able to think of new ideas or produce something new | <u>creative</u> |
| 9 able to lead a team successfully | <u>good leadership skills</u> |
| 10 sensible and realistic | <u>practical</u> |
- (sensible means pragmatisch/vernünftig)
(senibel = sensitive)

5. Work in pairs. Sort these adjectives into six pairs with opposite meanings.

reliable	sensible	hard-working	lazy	enthusiastic	reckless
experienced	laid-back	unreliable	uptight	inexperienced	unenthusiastic

6. Work in pairs. Match the descriptions to six of the adjectives in 5.

- | | |
|---|---------------------|
| 1 Barbara is really relaxed. She never seems to get stressed! | <u>laid-back</u> |
| 2 Martin always turns up late and doesn't do much work. | <u>lazy</u> |
| 3 You can depend on Tippawan. She always gets her work done. | <u>reliable</u> |
| 4 Vasily takes too many risks. He needs to calm down a bit. | <u>reckless</u> |
| 5 Irwan has been doing this job for 15 years so he really knows what he's doing. | <u>experienced</u> |
| 6 Jenny has a really positive attitude to work. She's always very keen and approaches each new task with a smile. | <u>enthusiastic</u> |

7. Which of these qualities apply to you or people you know? Give examples of things you (or people you know) do and fill in the table.

Qualities	Example for you	your score (0 to 5)
practical	<i>I always plan realistic schedules for our projects.</i>	
ambitious	I am ambitious, bc i already had some bigger projects to do	4/5
reliable		
hard-working	I am hard-working, bc if i want to finish something i work until i finished it	4/5
independent	I can work on my own, bc in this case no one tells me what i have to do	4/5
experienced		
enthusiastic		
be a good team player	mostly i do a lot on my own, but i can work in teams	3,4/5
good communication skills	i dont really have good communication skills	2/5
good leadership skills		

8. Give yourself a score (0 – 5) for each of the characteristics. Explain your partner why you gave the score.
9. Work in pairs. Say which of the qualities are most important in your current job or in a job you would like to have.