

6 Personal qualities

- ✓✓ an essential quality for the job
- ✓ not essential, but desirable
- irrelevant
- ✗ undesirable, a bad quality for the job

	1	2	3
1 ___ ggr ___ ss ___ v ___			
2 c ___ t ___ s			
3 c ___ ns ___ rv ___ t ___ v ___			
4 cr ___ t ___ v ___			
5 c ___ r ___ s			
6 d ___ t ___ rm ___ n ___ d			
7 dyn ___ m ___ c			
8 ___ sy-g ___ ng			
9 ___ nd ___ v ___ d ___ l ___ st ___ c			
10 ___ pt ___ m ___ st ___ c			
11 p ___ t ___ nt			
12 r ___ l ___ bl ___			
13 s ___ lf-c ___ nf ___ d ___ nt			
14 s ___ ns ___ t ___ v ___			
15 s ___ nc ___ r ___			
16 s ___ c ___ bl ___			
17 t ___ ctf ___ l			
18 ___ n ___ m ___ t ___ n ___ l			

Teacher's Notes

Personal qualities Worksheet

6

ACTIVITY

Groupwork: speaking

AIM

To discuss the qualities needed for particular jobs.

GRAMMAR AND FUNCTIONS

Talking about people

Expressing opinions

Agreeing and disagreeing

VOCABULARY

Adjectives describing personal qualities, job titles

PREPARATION

Make one copy of the worksheet for each student in the class.

TIME

20-25 minutes

PROCEDURE

PART 1

- 1 Tell the students they are going to talk about personality.
- 2 Divide the class into groups of three (or pairs) and give out copies of the worksheet.
- 3 Explain that all the words on the left are adjectives to describe personality. All the vowels have been removed from the words. They must listen to clues and complete the words (check that they know the vowels are *a, e, i, o* and *u*). They can discuss the answers with other members of their group.
- 4 Read out the clues **on the right** below. Do not read out the words, but give extra help if the students seem to need it.

- | | |
|-------------------|--|
| 1 aggressive | someone who likes to fight |
| 2 cautious | someone who doesn't take risks |
| 3 conservative | someone who doesn't like change |
| 4 creative | someone who has new ideas |
| 5 curious | someone who wants to know about everything |
| 6 determined | someone who won't be stopped |
| 7 dynamic | someone with a lot of energy |
| 8 easy-going | someone who is relaxed and tolerant |
| 9 individualistic | someone who likes to do things their own way |
| 10 optimistic | someone who thinks everything will be OK |

- | | |
|-------------------|---|
| 11 patient | someone who doesn't get angry when they have to wait |
| 12 reliable | someone who does what they say they will do |
| 13 self-confident | someone who believes in him or herself |
| 14 sensitive | someone who is aware of other people's feelings |
| 15 sincere | someone who means what they say |
| 16 sociable | someone who likes talking and meeting people |
| 17 tactful | someone who finds effective ways of communicating unpleasant news |
| 18 unemotional | someone with no feelings |

- 5 Discuss the words with the students, checking understanding of meaning. Ask students to suggest opposites, synonyms and examples. Check pronunciation: word stress may be a problem with several items.

PART 2

- 1 Write on the board:

secretary	engineer	boxer
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- 2 Brainstorm more job titles with the students.
- 3 Ask each pair or group to choose three jobs. They can choose from the jobs on the board or select others that they think of.
- 4 The students write the titles of the jobs they have chosen on the sheet in the numbered spaces. The jobs do not necessarily have to be from the corporate world. Let the students take the lead.
- 5 In discussion, they complete the worksheet with ticks, crosses or circles, according to the key at the top.
- 6 When the students have finished invite each group to mention a couple of things they could or could not agree about.

FOLLOW-UP

Either in class or for homework, ask the students to write a recruitment advertisement (maximum 100 words) for one of the jobs they discussed.