

## Reading Lesson

## A2 Business: Which Type Are You?

## Reading

Read the text about managing people with different personalities. Are personalities important when putting a team of co-workers together on a project?

## Which Type Are You?

Managers have to be able to get the best from many different kinds of people. It's the manager's job to make sure that all workers are working in a way that suits their personality. Part of that is understanding what personalities there are on a team. Managers might use personality tests to get this information. They might also ask employees to think or write about how easygoing they are, how much they plan, and other aspects of their working lives.



One common office type is the *Judger*. This person wants to be very successful and is very organized. He or she probably has lots of to-do lists and a full schedule. On a team, this kind of person is usually very good at planning and enjoys thinking about the details of a project.

There is also the *Perceiver*. He or she is open-minded and ready for anything. When something happens that is surprising, the Perceiver may be better at seeing the opportunity than the Judger. However, the Judger usually does very well in a company because most companies reward that type of person. The Perceiver may need help to keep organized, but it is worth it to have their point of view in the office.

Two other personality types are the *Extrovert* and the *Introvert*. Extroverts have good social skills and always look for ways to spend time with their colleagues. Introverts are quieter and may be considered to be loners because they like to work alone. A good manager lets Extroverts take control during brainstorming meetings and lets them lead discussions. For Introverts, it's important to have quiet spaces in the office, such as a particular room away from other people, where they can work on their own. This lets them get away from the noise and distractions of the office so they can concentrate on their work. Introverts usually produce very good work when they are managed correctly.

## Vocabulary

Complete the sentences with words from the box.

details lead open-minded organized suits

- I'm going to use an online calendar and to-do lists to get more \_\_\_\_\_.
- I want a job that \_\_\_\_\_ my personality, such as being an actor or a singer!
- My manager asked me to \_\_\_\_\_ the discussion, but I didn't really know what to say.
- There are a lot of \_\_\_\_\_ to remember on this project. I'm sure I'm going to forget something!
- You need to be more \_\_\_\_\_ and listen to new ideas.

## Reading Lesson

### Comprehension

Write the correct type of person from the box.

Extroverts   Introverts   Judges   Managers   Perceivers

1. Who may be the best person on the team when things go wrong in unusual ways? \_\_\_\_\_
2. Who do companies often reward well for their work? \_\_\_\_\_
3. Who has to think about other people's personalities? \_\_\_\_\_
4. Who may be good in a meeting when the team needs new ideas? \_\_\_\_\_
5. Who needs time away from their colleagues to work well? \_\_\_\_\_

### Thinking

What can happen when managers don't think about their employees' personalities?