

Word focus: Describing people

7 What personal qualities does someone need to be successful in your job? Look at the qualities in the box. Which ones are necessary or helpful and why?

reliable* fair intelligent tidy patient good listener
 experienced honest strong technical skills helpful
 efficient loyal* polite well-educated generous*
 tolerant* good sense of humour

reliable: if someone is reliable, you can trust them to do what you want them to do

loyal: always supporting your friends, colleagues, etc.

generous: giving a lot of money, presents or help to other people

tolerant: letting other people do or say what they want, even if you don't like it

8 Put the qualities in exercise 7 into different groups.

Many groupings are possible. For example, you could put together words connected with ...

- personality
- work skills
- people skills
- moral values
- something else (what?)

9 Answer these questions.

1 Which words in exercise 7 have opposites beginning with *un-*, *in-*, *im-* or *dis-*?

unreliable, inexperienced ...

2 Think of other words with similar meanings.

unintelligent - stupid ...

Speaking: Top qualities

10 Read the qualities of an ideal boss. Add two more qualities to the list. Then rank them in order of importance. Write 1 for the most important and 12 for the least important.

The ideal boss		
	My ranking	Group ranking
expert in their field		
good communicator		
honest		
energetic and hard-working		
patient		
well-educated		
good sense of humour		
intelligent		
efficient		
generous		

11 Work in pairs or small groups. Compare your rankings and agree on a group ranking. When you disagree, justify your ranking. Try to persuade the other students to change their minds.

12 Work in pairs or small groups. Brainstorm qualities that the two people below need. Which are the three most important qualities for each of them?

fair

patient

loyal

intelligent

helpful

kind



The ideal husband

tidy



The ideal teacher

attractive

optimistic

wealthy