

DESCRIBING WORKERS



1. Character traits

Study the following adjectives and put them into the correct categories below:

arrogant bossy bright careless creative decisive hardworking
incompetent loyal rude punctual respectful strict productive

Qualities:

Flaws:

Describe each person below using the adjectives above. Some of the workers can be described with two adjectives.

1. Clara is always at her desk when I arrive. She is never late for work.
2. Zara is always very polite with the company's visitors but she makes lots of mistakes in her emails.
3. Abdul is able to do more work than the rest of the staff in the same amount of time.
4. Tony would never quit his current job – his company is like his family. He is always ready to work overtime and even on weekends.
5. Mishal never hesitates when she has to make an important decision.
6. Brian likes to give orders to everybody in the office. He also thinks he is better than everybody else.
7. Paolo works hard, but he doesn't have the skills necessary to do his job properly

2. Opposites

Now match the adjectives on the left with their opposites on the right:

- | | |
|----------------|-------------|
| 1. hardworking | a. hesitant |
| 2. arrogant | b. lazy |
| 3. productive | c. lenient |
| 4. decisive | d. modest |
| 5. rude | e. polite |
| 6. careless | f. reserved |
| 7. strict | g. slow |
| 8. outgoing | h. thorough |

In pairs, think about these people for a minute. What character features should/shouldn't they have in particular? Use any of the words from Page 1.

a boss a secretary a salesperson an accountant a marketer

3. Office personalities

Study the underlined expressions below. In pairs, try to work out what they mean.

1. Josh is able to keep a cool head during stressful situations.
2. Andrea is an early bird. By the time everyone arrives at work, she's already at her computer.
3. Charlie is very difficult to get along with. He doesn't make many friends in the office.
4. Sally got another promotion. She has a bright future.
5. Don't give Lioto any more responsibility. He can't be trusted.
6. Takeshi is such a know-it-all. The best thing to do is just agree with him.
7. Amanda is always sucking up to the boss. She thinks she will get a promotion that way.

- a. is not honest or able to depend on
- b. not easy to have good relations with
- c. somebody who thinks he/she is an expert on everything
- d. someone who is early
- e. stay calm

- f. trying to please someone who is in authority in order to get the person's approval
- g. will become successful