

## Personal Qualities

### A. Matching

Match each quality with the correct definition.

- |                             |   |
|-----------------------------|---|
| ___ 1. responsible/reliable | a) is on time   |
| ___ 2. punctual             | b) doesn't tire easily  |
| ___ 3. energetic            | c) acts like an adult, not a child  |
| ___ 4. mature               | d) does what he/she says that he/she will do                              |
| ___ 5. honest               | e) has good manners   |
| ___ 6. conscientious        | f) works well with others   |
| ___ 7. polite               | g) tells the truth, doesn't lie or steal                                  |
| ___ 8. cooperative          | h) takes the job seriously  |
| ___ 9. thorough             | i) orderly, works according to plans                                      |
| ___ 10. patient             | j) can accept new or different ideas                                      |
| ___ 11. organized           | k) stays with the job, doesn't give up easily, can wait without being mad |
| ___ 12. open-minded         | l) does a good job, doesn't forget anything, pays attention to details    |
| ___ 13. neat                | m) correct  |
| ___ 14. flexible            | n) can accept change easily   |
| ___ 15. accurate            | o) clean and tidy, not messy  |
| ___ 16. motivated           | p) pushes himself/herself to do a good job                                |
| ___ 17. creative            | q) not lazy   |
| ___ 18. hardworking         | r) can control himself/herself  |
| ___ 19. resourceful         | s) has new ideas and a talent for making new things                       |
| ___ 20. disciplined         | t) good at solving problems with whatever is available                    |
| ___ 21. well-groomed        | u) sociable and talkative, not shy  |
| ___ 22. articulate          | v) neat and clean in appearance   |
| ___ 23. self-confident      | w) feels good about himself/herself                                       |
| ___ 24. outgoing            | x) speaks well  |