



# Describing workers

Lesson code: NFE3-5E7B-CZHU-I

## 1 Character traits

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

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

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 salesman

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





# Character and feelings

Lesson code: 83ZN-N5LD-3KC9

## 1 Personality traits

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

arrogant    boring    clever    funny    generous    loyal    moody  
outgoing    pessimistic    punctual    reserved    rude    stupid    tolerant

Qualities: \_\_\_\_\_

Flaws: \_\_\_\_\_

Work in pairs. Think about your friends or acquaintances. Tell your partner about their qualities and flaws using adverbs of frequency, for example:

*Tony is usually outgoing and tolerant, but sometimes he can be moody and pessimistic. But he is never boring.*

## 2 Opposites

Look at the table below. Write the opposite of the adjectives on the left, using proper prefix:

adjective	un-	im-	dis-	in-
friendly				
patient				
honest				
sociable				
polite				
tolerant				
sensitive				
kind				



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

- |               |              |
|---------------|--------------|
| 1. generous   | a. confident |
| 2. relaxed    | b. mean      |
| 3. shy        | c. miserable |
| 4. tough      | d. selfish   |
| 5. strong     | e. soft      |
| 6. cheerful   | f. tense     |
| 7. thoughtful | g. weak      |

In pairs, think about these people for a minute. What character features should/shouldn't they have? Use any of the adjectives from this exercise.

- |               |             |                |              |
|---------------|-------------|----------------|--------------|
| a teacher     | a policeman | a good friend  |              |
| a businessman | a waiter    | a husband/wife | a politician |

Example: A teacher should be tolerant, patient, cheerful ... A teacher shouldn't be impatient, impolite ...

### 3 Feelings

Study the table below:

adjective	noun
happy	
angry	
proud	
embarrassed	
bored	
lazy	
generous	
sympathetic	
brave	
jealous	

Work in pairs. Take turns to select a feeling from above. Describe a situation in which you or a friend of yours experienced the feeling that you partner selects.

