

Vocabulary Transferable skills

1 Complete these comments by interviewers using the words and phrases in the box.

can-do attitude communication skills critical thinking determination
integrity set goals team player think outside the box

- 1 His ideas were creative and really innovative so he can obviously _____.
- 2 I liked the way she worked with the other candidates so she is clearly a(n) _____.
- 3 He has excellent _____. The presentation was first class and he answered the questions really clearly.
- 4 She used _____ brilliantly. I thought she evaluated the three options in the case study carefully before deciding which one to choose.
- 5 She has a lot of _____. This is the third time she's applied for a position in Marketing so she hasn't stopped trying.
- 6 I like the way she has monthly objectives for herself which shows she can _____.
- 7 I don't think he will complain about work. He seems prepared to try anything. He has a real _____.
- 8 They all seemed to have _____. They answered the interview questions on attitudes towards work very well.

2 Choose the correct option in italics.

- 1 Our consultants need to be *confident* / *independent* because they often have to work alone.
- 2 My manager is really *ambitious* / *passionate* about customer service.
- 3 In an interview you need to show *adaptability* / *confidence* in your abilities.
- 4 After four years in the job her *motivation* / *passion* was quite low and she started to look for a new one.
- 5 Our budgets are not high so we need to be very *resourceful* / *ambitious* when planning travel.
- 6 We get lots of different projects in our company so staff have to show great *adaptability* / *authenticity*.

3 Complete the sentences using the correct word ending.

- 1 Juan can deal with most people and all the managers trust him – he is very depend_____.
- 2 Things change so often in our industry. We have to be very flex_____.
- 3 Anna really enjoys working on her own from home. She shows great independ_____.
- 4 Henri loves his job and is really keen. It's good to see such enthus_____.
- 5 My manager is always really hon_____ with me. He always tells me what he thinks.
- 6 Maria wants to become a manager in the next two years – she has a lot of amb_____.