

Occupations

A. Matching

Match the occupations on the left with the job descriptions on the right.

Handwritten red numbers 1 through 15, corresponding to the list items on the left.

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|-----------------------------|--|
| 1. mechanic | a) designs houses and buildings |
| 2. real estate agent | b) writes for magazines and newspapers |
| 3. accountant | c) helps people with family problems |
| 4. administrative assistant | d) installs and fixes lights, wiring, etc. |
| 5. tailor | e) sells houses, property, and buildings |
| 6. plumber | f) builds furniture and houses |
| 7. nanny | g) keeps financial records and does tax forms |
| 8. carpenter | h) looks after children |
| 9. receptionist | i) works as a cashier in a bank |
| 10. architect | j) repairs car engines |
| 11. waiter | k) answers the phone and greets people in an office |
| 12. journalist | l) takes orders and serves people in restaurants |
| 13. social worker | m) makes and alters clothes |
| 14. teller | n) fixes water pipes, toilets, and sinks |
| 15. electrician | o) organizes files, manages correspondence, and provides support |

B. Descriptions

Read the sentences below and write the name of the described occupation.

#	Description	Occupation
1	This person works in a flower shop and arranges flowers.	FLORIST
2	This person works in a courthouse. trial	LAWYER/JUDGE
3	This person makes and sells breads, cakes, cookies, etc.	baker
4	This person works in a hospital, looks after patients, and helps the doctors.	NURSE
5	This person wears a uniform and patrols buildings.	SECURITY GUARD
6	This person fills prescriptions in a drugstore.	PHARMACIST
7	This person is an animal doctor. THE VET	VETERINARIAN
8	This person cleans buildings such as schools.	JANITOR/CUSTODIAN
9	This person gives religious guidance. PRIEST/MINISTER/RABBI	
10	This person prepares meals in a restaurant.	CHEF/ COOK

THESE ADJECTIVE ARE USED IN A RESUME WHEN YOU HAVE TO DESCRIBE YOURSELF.

Personal Qualities

A. Matching

Match each quality with the correct definition.

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