



1 a Work with a partner. Match the descriptions of people (1–10) to the skills and characteristics (a–j).

- 1 She works well with other people.
- 2 He certainly knows the business, after 30 years.
- 3 She always does a lot of work.
- 4 He has some really good ideas.
- 5 Things are changing fast, but she's coping well.
- 6 She's an excellent manager.
- 7 He always completes work on time.
- 8 He's very good at making presentations.
- 9 There's a lot of stress, but she can deal with it.
- 10 He's good at looking at problems in detail.

- a creative
- b hard-working
- c experienced
- d a strong leader
- e reliable
- f a good team player
- g adaptable
- h can cope with pressure
- i a confident communicator
- j analytical

b PAF, an advertising agency, is looking for young employees for its creative department. Work with a partner. Which skills and characteristics from a–j do you think the people need?

They need to be ...



c 11 Judith Lehman, the managing director of PAF, and Rowan Evans, the human resources manager, are talking about the type of people they're looking for. Listen and make notes.

The new people need to be:

creative,

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