

Unit 206: Understand own role in self development

Worksheet 1: Personal qualities (Tutor)

Read each sentence carefully. Choose the best word to fill in the blank.

- Personal qualities are personal _____ of an individual.
skills **duties** **characteristics** **requirements**
- Personal qualities are what make up one's _____.
situation **job** **personality** **patience**
- They help a person get along in a new _____.
situation **skills** **car** **employer**
- For example, _____ is a quality employers want in a good worker.
dependability **skills** **duties** **dishonesty**
- Other qualities _____ value are honesty, intelligence, and leadership.
government **employers** **duties** **delivery driver**
- Flexibility, assertiveness, problem solving, and _____ are also valued.
announcements **friendliness** **dishonesty** **a bad attitude**
- Most employers want people who are dependable and who get along with _____.
others **skills** **personality** **patience**
- Though skills are important, an employer will select new employees based on their _____ as well.
personal qualities **social life** **bank balance**