



Before you speak

Check you know vocabulary to describe personal qualities.

Describing your manager

What's your manager like? What personal qualities does your manager have?

- | | |
|--------------------------------|-------------------------------|
| Intelligent and quick thinking | Experienced and knowledgeable |
| Friendly and sociable | Inspirational |
| Even-tempered | Tactful |
| Good administrative skills | Well-dressed and smart |
| Good sense of humour | |

What makes a bad manager? What personal qualities often prevent people from being good managers?

Look at the pyramid below

Which of these qualities does your manager have? Which of the qualities do you have?
Read the quote. Do you agree with it? What other quotes about success have you read?

