

18 A good friend is loyal.

Part 1

On the left side, rank these characteristics from 1 (the most important) to 7 (the least important). On the right side, rank them from *a* (causes the biggest problems) to *g* (causes the least problems). On the lines on the right, write an example of some problems which can happen if colleagues do not have these characteristics.

| | | | EXAMPLE | | |
|-------|------------|-------|----------|------------|----------|
| _____ | accepting | _____ | <u>e</u> | accepting | <u>8</u> |
| _____ | reliable | _____ | <u>f</u> | reliable | <u>5</u> |
| _____ | forgiving | _____ | <u>a</u> | forgiving | <u>3</u> |
| _____ | truthful | _____ | <u>c</u> | truthful | <u>4</u> |
| _____ | loyal | _____ | <u>b</u> | loyal | <u>2</u> |
| _____ | supportive | _____ | <u>d</u> | supportive | <u>6</u> |
| _____ | caring | _____ | <u>g</u> | caring | <u>7</u> |

Part 2

Write a couple of sentences about a person you know (or a public figure). On the first paragraph write about someone who has one or more of these qualities, and on the second paragraph, write about someone who does not have these qualities.

EXAMPLE

Some of my colleges are very different to me, so it's not always easy to accept them, but my colleague John just accepts everyone. He works well with everyone, and he enjoys chatting with anyone. think it's because he has so many hobbies and interests outside work, he always has something to enjoy chatting about.

EXAMPLE

I don't think Tom Cruise is very loyal, reliable or honest – he has been married three times. Maybe he doesn't think about these things seriously enough. It is his life of course, but I think he should keep his promises to people.