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|---|---|--|---|---|
|  |  |  |  |  |
| 1. load and unload goods | 2. work well with others | 3. multitask | 4. good with numbers | 5. adaptable |
|  |  |  |  |  |
| 6. organized | 7. care for others | 8. manage money well | 9. leadership | 10. drive straight |
|  |  |  |  |  |
| a. research skills | b. typing skills | c. communication skills | d. driving skills | e. teaching skills |
|  |  |  |  |  |
| f. numeracy skills | g. cleaning skills | h. money management skills | i. organization skills | j. people skills |

List of personal skills

multitask, work well with others, care for others, load and unload goods, good with numbers,
adaptable, drive straight, leadership, organized, manage money well

List of skills

communication, cleaning, numeracy, driving, money management, organization, people,
teaching, typing, research

< **Sort the words and phrases into the correct circles** >

nouns

communication
cleaning
numeracy
driving
money management
organization
people
teaching
research

verbs

multitask
research

adjectives

adaptable
organized
good with numbers

verbs + complement

work well with others
care for others
load and unload goods
manage money well