

Group 1: Writing a Personal Profile

Instructions: Work with your partners to write a personal profile similar to the ones you read on page 125. Your profile should be about one of the candidates for the Comp-Tech General Manager position. Base it on the qualities of the candidate and also on your own ideas. Try to incorporate as many of the phrases in the left column as you can. Remember to include the correct preposition.

Useful Phrases	Personal Profile
familiar with... volunteered for... specialize in... can cope with... suited to... good with... comfortable with... serious about... knowledgeable about...	I'm Linda Brown. I'm 49 years old. My experience working at Compe-Tech is 10 years specialized in Technical support coordination, customer service and sales agent. I'm a very ambitious person and I like to be on time. I can cope with ideas with my teamwork. I don't have a lot of tech skills but I'm a quick learner.

Group 2: Writing a Personal Profile

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Useful Phrases	Personal Profile
familiar with... volunteered for... specialize in... can cope with... suited to... good with... comfortable with... serious about... knowledgeable about...	I'm Linda Brown, professional and passionate about computer tech companies with 10 years of experience. I specialize in technical support coordination, customer service, and sales agent. I'm good with planning and coordinating team activities, comfortable with high-pressure and stressed environments. I'm knowledgeable about technical services, stores, and innovation practices, familiar with reporting, multitasking, oral presentations and open minded. I love punctuality, with a good sense of humor and ambition for the future.

Group 3: Writing a Personal Profile

Instructions: Work with your partners to write a personal profile similar to the ones you read on page 125. Your profile should be about one of the candidates for the Comp-Tech General Manager position. Base it on the qualities of the candidate and also on your own ideas. Try to incorporate as many of the phrases in the left column as you can. Remember to include the correct preposition.

Useful Phrases	Personal Profile
familiar with... volunteered for... specialize in... can cope with... suited to... good with... comfortable with... serious about... knowledgeable about...	Jennifer Vasquez She is punctual and open minded. Also, she is familiar with sales. Besides, she can cope with people and coworkers since she's a friendly and happy person. She's suited to listening to people with different points of view because she's open minded.

Group 4: Writing a Personal Profile

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Useful Phrases	Personal Profile
familiar with... volunteered for... specialize in... can cope with... suited to... good with... comfortable with... serious about... knowledgeable about...	I'm a 49 years old very experienced professional. I'm familiar with technical support and customer service duties. I've worked for 10 years and I'm serious about punctuality in my work. good with. I'm comfortable working with my partners because I'm open minded. I'm experienced in coordinating work teams. I specialized in sales in this company and I can cope with difficult situations.

Group 5: Writing a Personal Profile

Instructions: Work with your partners to write a personal profile similar to the ones you read on page 125. Your profile should be about one of the candidates for the Comp-Tech General Manager position. Base it on the qualities of the candidate and also on your own ideas. Try to incorporate as many of the phrases in the left column as you can. Remember to include the correct preposition.

Useful Phrases	Personal Profile
familiar ____ ... volunteered ____ ... specialize ____ ... can cope ____ ... suited ____ ... good ____ ... comfortable ____ ... serious ____ ... knowledgeable ____ ...	