



# USEFUL VOCABULARY

## Adjectives for describing abilities:

When you want to talk about your skills and qualities the best way is using adjectives, they will show what you are made of. These are some examples used in some specific areas:

<b>Management</b>	Decisive Disciplined Organized Proactive
<b>Finance</b>	Trustworthy Honest Thorough
<b>Sales</b>	Flexible Dynamic Determined



<b>Technology</b>	Efficient Complex Proficient
<b>Customer Service</b>	Amicable Patient Pleasant Sociable
<b>Marketing</b>	Creative Dynamic Energetic Enthusiastic
<b>Legal</b>	Loyal Diligent Logical Persistent
<b>Manufacturing</b>	Methodical Industrious Productive
<b>Administrative</b>	Professional Structured Consistent Strategic
<b>Engineering</b>	Attentive Focused Capable Innovative



There are also, general aspects that companies and employees consider on their future candidates. Here you will find some of them:

**Ability to communicate:**

when you can organize thoughts and ideas effectively and express them clearly.

**Imagination**

if you have the ability to deal with problems that do not have standard solutions.

**Intelligence:**

it refers when a person can understand his job assignments and contribute with new ideas.

**Ability to handle conflict:**

if you can deal with stressful situation

**Self-confidence:**

when someone has the ability to deal positively and effectively with situations and people.

**Goal achievement:**

when a person can identify and work and achieve a specific goal.

**Initiative:**

when you can identify the purpose for work and take action.

**Computer literacy:**

if you have basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.

**Leadership:**

when a person guides and directs other people to get the recognized objectives.

**Interpersonal abilities:**

when you have the ability to relate to your coworkers.

## Work Place Vocabulary

**Employer:** who hire people for a salary

**Employee:** a person who has been hired to work for another.

**Use:** something that helps us to do something (use a drill, use PowerPoint, use a dictionary)

**Develop:** start something from zero (develop your skills, develop a website)

**Deal with:** look after, solve problems

## Modal Verbs

Modal verbs are some kind of verbs that work differently to normal verbs. These are some of their main characteristics:

1

Modal verbs DO NOT take "-s" in the third person. They are always the same no matter the subject

2

Modal verbs DO NOT use auxiliaries

3

You use "not" to make modal verbs negative.

4

Many modal verbs cannot be used in the past tenses or the future tenses. Most of them do not specify a tense; this is given by the context.

5

It is incorrect to mix them in one sentence. He should can. Not Correct

# EXAMPLES

- He can speak English.

- They should be here on time.

- He might not come to the party.

## These are the most common Modal Verbs:

Can: ability

Could: ability and request

May: possibility

Might: possibility

Must: obligation

Ought to: advice and recommendation

Shall : future and request

Should: advice

Will: future

Would:

## OTROS RECURSOS

### ADJETIVOS



Listas y clases de adjetivos para describir cualidades y habilidades

### HABILIDADES EN EL MEDIO LABORAL



Descripción de las habilidades y cualidades que buscan los empleadores

### VERBOS MODALES



Explicación y ejercicios sobre el uso y las reglas de los verbos modales

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