

Daily English Vocabulary – Lesson 3: People and Descriptions

Level: A2 | Everyday English | Student Worksheet

Vocabulary

Character and personality

motivated (adjective)	Having a strong desire to work hard and achieve something.	<i>"She is highly motivated — she always finishes her work ahead of schedule."</i>
reliable (adjective)	Can be trusted to do what you say; always does what is expected.	<i>"He is very reliable. He has never missed a deadline in three years."</i>
ambitious (adjective)	Having a strong desire to be successful, powerful, or rich.	<i>"She is ambitious and wants to become a senior manager within two years."</i>
sociable (adjective)	Enjoying the company of others; liking to spend time with people.	<i>"He is very sociable — he organises team lunches every month."</i>
self-assured (adjective)	Confident in yourself and your abilities, without being arrogant.	<i>"She spoke in a self-assured way even though it was her first presentation."</i>
approachable (adjective)	Friendly and easy to talk to; not frightening or difficult to speak to.	<i>"The manager is very approachable. You can go to her with any problem."</i>
hard-working (adjective)	Putting a lot of effort into your work; not lazy.	<i>"He is one of the most hard-working people in our team."</i>
capable (adjective)	Having the skill or ability to do something well.	<i>"She is a very capable engineer who solves problems quickly."</i>

Describing behaviour

come across as (phrasal verb)	To seem or give a particular impression to other people.	<i>"He comes across as arrogant, but he is actually quite shy."</i>
get along with (phrasal verb)	To have a good friendly relationship with someone.	<i>"I get along well with my colleagues. We often have lunch together."</i>
withdrawn (adjective)	Quiet and not wanting to talk or be with other people.	<i>"He seemed withdrawn when he first joined, but he is more open now."</i>
arrogant (adjective)	Thinking you are better or more important than other people.	<i>"He can seem arrogant because he rarely asks for help or advice."</i>
settle in (phrasal verb)	To start to feel comfortable in a new place, job, or situation.	<i>"It took her a few weeks to settle in, but she loves the job now."</i>
make an effort (phrase)	To try hard to do something, especially when it is difficult.	<i>"He makes an effort to speak to every new person who joins the team."</i>

Relationships and social life

get to know (phrase)	To gradually learn more about a person and become familiar with them.	<i>"It takes time to get to know people properly in a new job."</i>
first impression (noun phrase)	The opinion you form of someone the first time you meet them.	<i>"My first impression of her was that she was very organised and professional."</i>
outgoing (adjective)	Friendly, confident, and enjoying meeting and talking to new people.	<i>"She is very outgoing and made friends with everyone on her first day."</i>
reserved (adjective)	Slow to express emotions or opinions; tending to keep things to yourself.	<i>"He is quite reserved in meetings, but very creative in his work."</i>
supportive (adjective)	Giving help, encouragement, and care to other people.	<i>"My manager is very supportive. She always offers advice when I need it."</i>
colleague (noun)	A person you work with, especially at the same level as you.	<i>"I have a great relationship with my colleagues. We support each other."</i>

Exercise 1: Listening

Listen to the conversation. Then answer the questions below.

Conversation

Rafa: Have you had a chance to work with the new person yet? The one who started on Monday?

Sian: Yes, briefly. She seems really capable. She asked a lot of good questions in the meeting.

Rafa: She comes across as very self-assured. Not in an arrogant way — more like she knows what she is doing.

Sian: And she is clearly very motivated. She stayed late on Tuesday to finish a report.

Rafa: What is she like to talk to? Is she sociable?

Sian: Very. She had lunch with the whole team on her first day. She is easy to get along with.

Rafa: Some new starters can be a bit withdrawn at first, but it sounds like she has settled in well.

Sian: She is exactly the kind of reliable, hard-working person we needed.

Answer the questions. Circle the correct answer.

1. What did the new person do in the meeting that impressed Sian?

a) She gave a long presentation. b) She asked a lot of good questions. c) She solved a difficult problem. d) She introduced herself to everyone.

2. How does Rafa describe the new person?

a) Arrogant and overconfident b) Quiet and reserved c) Self-assured but not arrogant d) Sociable but hard to work with

3. What did the new person do on Tuesday evening?

a) She had dinner with the team. b) She finished a report by staying late. c) She prepared for a presentation. d) She organised a team meeting.

4. What does Sian say about how easy the new person is to talk to?

a) She is quite reserved and formal. b) She is hard to get along with. c) She is easy to get along with. d) She is very outgoing but talks too much.

5. What does Rafa say some new starters can be like at first?

a) Arrogant b) Withdrawn c) Overconfident d) Unsociable

6. How does Sian describe the type of person the team needed?

a) Creative and ambitious b) Outgoing and approachable c) Reliable and hard-working d) Self-assured and motivated

Exercise 2: True or False?

Read each sentence. Write True or False on the line.

1. A "motivated" person works hard because they want to achieve something.

Answer: _____

2. If someone "comes across as" friendly, it means they are definitely friendly.

Answer: _____

3. A "reliable" person often lets people down and does not keep promises.

Answer: _____

4. "Withdrawn" describes someone who avoids social situations and does not talk much.

Answer: _____

5. If you "get along with" someone, you have a good relationship with them.

Answer: _____

6. "Approachable" means someone is difficult to talk to and makes you feel nervous.

Answer: _____

7. A "first impression" is the opinion you form of someone the first time you meet them.

Answer: _____

8. "Settle in" means to leave a new place or job because it is too difficult.

Answer: _____

Exercise 3: Multiple Choice

Circle the correct answer.

1. She is very _____. She always completes tasks on time and never lets anyone down.

a) reliable b) arrogant c) ambitious d) withdrawn

2. He _____ as someone who is very serious, but he actually has a great sense of humour.

a) gets along with b) settle in c) makes an effort d) comes across

3. She is _____ and hopes to become the director of the company by the time she is thirty-five.

a) withdrawn b) reserved c) ambitious d) reliable

4. He is quite _____ and rarely speaks in meetings, but his written work is excellent.

a) outgoing b) reserved c) sociable d) approachable

5. The new manager is very _____. Anyone can go to her with a problem and she will listen.

a) withdrawn b) arrogant c) approachable d) reserved

6. It took a few months to ____ in the new city, but now I feel at home here.

a) come across b) settle c) get along d) make an effort

7. My ____ of him was negative, but I was wrong — he turned out to be very helpful.

a) first impression b) get along c) settled in d) come across

8. She is ____ and loves meeting new people. She is always organising social events.

a) withdrawn b) outgoing c) reserved d) hard-working

Exercise 4: Matching

Match each word or phrase (A) to its meaning (B).

A – Word / Phrase	B – Meaning
1. motivated ____	4. To start to feel comfortable in a new place or situation
2. come across as ____	6. Quiet and tending to avoid social situations
3. get along with ____	1. Having a strong desire to work hard and achieve something
4. settle in ____	7. Friendly, confident, and enjoying meeting new people
5. approachable ____	2. To seem or give a particular impression to other people
6. withdrawn ____	8. Giving help, encouragement, and care to other people
7. outgoing ____	3. To have a good friendly relationship with someone
8. supportive ____	5. Friendly and easy to talk to; not difficult or frightening to speak to

Exercise 5: Gap Fill

Complete each sentence with the correct word or phrase from the box.

Word Bank: capable | self-assured | get along with | makes an effort | reserved | comes across as | get to know | first impression

1. She is very ____ — she learned the new software in just two days.

2. He is very ____ in presentations. He never seems nervous.

3. I find it easy to ____ my colleagues. We have a very positive team.

4. My manager always ____ to give feedback. She never ignores our work.

5. He is quite ____ at work, but outside the office he is very talkative.

6. She ____ very serious, but she actually has a wonderful sense of humour.

7. It is important to ____ your colleagues properly when you start a new job.

8. My ____ of him was very positive. He was friendly and well-prepared.

Exercise 6: Word Sort

Put each word or phrase into the correct group.

Word Bank: motivated | reliable | arrogant | hard-working | get to know | get along with | make an effort | settle in | reserved | capable | come across as | first impression | supportive | withdrawn

Positive qualities at work	Negative or difficult qualities	Phrases for describing people
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exercise 7: Complete the Dialogue

Complete the conversation using the words in the box.

Word Bank: first impression | come across as | motivated | get along with | supportive | reliable

1. Alex: What was your ____ of the new manager?
2. Beth: She can ____ quite formal at first, but once you talk to her she is very approachable.
3. Beth: She seems very ____ herself, so she probably expects the same from others.
4. Alex: Do you think you will ____ her easily?
5. Beth: She seems genuinely _____. She offered to help if I had any problems.
6. Alex: That is great. It is always easier when the manager is approachable and _____.

TEACHER ANSWER KEY

Do Not Distribute to Students

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Exercise 1: Listening

1. What did the new person do in the meeting that impressed Sian?

Answer: She asked a lot of good questions.

2. How does Rafa describe the new person?

Answer: Self-assured but not arrogant

3. What did the new person do on Tuesday evening?

Answer: She finished a report by staying late.

4. What does Sian say about how easy the new person is to talk to?

Answer: She is easy to get along with.

5. What does Rafa say some new starters can be like at first?

Answer: Withdrawn

6. How does Sian describe the type of person the team needed?

Answer: Reliable and hard-working

Exercise 2: True or False?

1. A "motivated" person works hard because they want to achieve something.

Answer: TRUE

2. If someone "comes across as" friendly, it means they are definitely friendly.

Answer: FALSE — "Come across as" means to give an impression — it does not confirm what someone is really like.

3. A "reliable" person often lets people down and does not keep promises.

Answer: FALSE — A reliable person is someone you can trust. They always do what they say they will do.

4. "Withdrawn" describes someone who avoids social situations and does not talk much.

Answer: TRUE

5. If you "get along with" someone, you have a good relationship with them.

Answer: TRUE

6. "Approachable" means someone is difficult to talk to and makes you feel nervous.

Answer: FALSE — "Approachable" means the opposite — the person is friendly and easy to speak to.

7. A "first impression" is the opinion you form of someone the first time you meet them.

Answer: TRUE

8. "Settle in" means to leave a new place or job because it is too difficult.

Answer: FALSE — "Settle in" means to become comfortable in a new situation.

Exercise 3: Multiple Choice

1. She is very _____. She always completes tasks on time and never lets anyone down.

Answer: reliable

2. He _____ as someone who is very serious, but he actually has a great sense of humour.

Answer: comes across

3. She is _____ and hopes to become the director of the company by the time she is thirty-five.

Answer: ambitious

4. He is quite _____ and rarely speaks in meetings, but his written work is excellent.

Answer: reserved

5. The new manager is very _____. Anyone can go to her with a problem and she will listen.

Answer: approachable

6. It took a few months to _____ in the new city, but now I feel at home here.

Answer: settle

7. My _____ of him was negative, but I was wrong — he turned out to be very helpful.

Answer: first impression

8. She is _____ and loves meeting new people. She is always organising social events.

Answer: outgoing

Exercise 4: Matching

1. motivated → 1

Having a strong desire to work hard and achieve something

2. come across as → 2

To seem or give a particular impression to other people

3. get along with → 3

To have a good friendly relationship with someone

4. settle in → 4

To start to feel comfortable in a new place or situation

5. approachable → 5

Friendly and easy to talk to; not difficult or frightening to speak to

6. withdrawn → 6

Quiet and tending to avoid social situations

7. outgoing → 7

Friendly, confident, and enjoying meeting new people

8. supportive → 8

Giving help, encouragement, and care to other people

Exercise 5: Gap Fill

1. She is very _____ — she learned the new software in just two days.

Answer: capable

2. He is very _____ in presentations. He never seems nervous.

Answer: self-assured

3. I find it easy to ____ my colleagues. We have a very positive team.

Answer: get along with

4. My manager always ____ to give feedback. She never ignores our work.

Answer: makes an effort

5. He is quite ____ at work, but outside the office he is very talkative.

Answer: reserved

6. She ____ very serious, but she actually has a wonderful sense of humour.

Answer: comes across as

7. It is important to ____ your colleagues properly when you start a new job.

Answer: get to know

8. My ____ of him was very positive. He was friendly and well-prepared.

Answer: first impression

Exercise 6: Word Sort

Positive qualities at work:

motivated, reliable, hard-working, capable, supportive

Negative or difficult qualities:

arrogant, withdrawn, reserved

Phrases for describing people:

come across as, get along with, settle in, make an effort, first impression, get to know

Exercise 7: Complete the Dialogue

1. Alex: What was your ____ of the new manager?

Answer: first impression

2. Beth: She can ____ quite formal at first, but once you talk to her she is very approachable.

Answer: come across as

3. Beth: She seems very ____ herself, so she probably expects the same from others.

Answer: motivated

4. Alex: Do you think you will ____ her easily?

Answer: get along with

5. Beth: She seems genuinely _____. She offered to help if I had any problems.

Answer: supportive

6. Alex: That is great. It is always easier when the manager is approachable and _____.

Answer: reliable