

**Put-in (v.)**

**Help-out (v.)**

**Carry-on  
(v.)**

**Keep-up-  
with (v.)**

**Bring-up  
(v.)**

**Make-up (v.)**

<p>Mention / Raise children</p>	<p>Spend / Submit</p>
<p>Continue</p>	<p>Maintain / Stay informed</p>
<p>Invent / Reconcile</p>	<p>Help / Assist</p>

1. effort / a lot of / time / and / I / put / in.

2. always / I / help / marketing / team / out / the.

3. immediately / we / up / any / bring / issues.

4. work / keep / your / with / calm / on / carry / and.

5. my / colleagues / always / I / with / up / keep.

**Have  
you  
ever...?**

**Do  
you...?**

**Are  
you...?**

**What...?**

**How  
would  
you...?**

**When...?**

# Michael

## Strengths:

- Highly motivated
- Hardworking
- Confident

## Weaknesses:

- A bit of a lone wolf
- Critical of others
- Slightly cocky



# Emily

## Strengths:

- Highly intelligent
- Sincere
- Cooperative

## Weaknesses:

- Lacks confidence
- Poor time management
- Naive and immature



# Jessica

## Strengths:

- Natural leader
- Efficient
- Responsible

## Weaknesses:

- Perfectionist
- Stubborn
- Short temper



# Darren

## Strengths:

- Creative
- Easy-going
- Diligent

## Weaknesses:

- Lacks initiative
- Easily distracted
- Forgetful



When your work gets tough, what thoughts help you carry on?

I consider myself a team-player as I always try to help out when there's a problem.

Are you willing to put in extra hours for the team when necessary?

Have you ever made things up to impress your boss?

If I don't agree with the boss, I'll bring it up later after the meeting has finished.

I never want to disappoint my team, so I always try to keep up with my colleagues.

**Deal-with**  
**(v.)**

**Look-**  
**forward-to**  
**(v.)**

**Give-up**  
**(v.)**

**Sort-out**  
**(v.)**

I need to deal  
with any  
customer  
complaints that  
are made.

I'm looking  
forward to retiring  
in the next five  
years.

Handle /  
Control /  
Manage

Expect /  
Believe

Stop /  
Surrender /  
Sacrifice

Organise /  
Fix

**If you want to  
lose weight, you'll  
need to give up  
fast food and  
alcohol.**

**I really need to  
sort out office.  
There's paper  
everywhere and  
the floor is a  
mess!**