**Job Skills or Qualities?**

hardworking assemble components use a cash register helpful type 60 wpm punctual oral communication solve problems organized cheerful use internet for research read for information write emails persistent

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| **Job Skills** | **Worker Qualities** |
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**Write four job skills you have.**

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**Write two positive qualities you have.**

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**Match the job titles with the job skills.**

a cashier makes sure employees do their jobs; makes decisions; solves problems

an office manager uses a cash register; answers customers’ questions; gives changer

a teacher drives safely; knows the laws of driving; inspects the bus

an auto (car) mechanic prepares lessons; answers questions; speaks clearly, listens carefully

a packager fixes cars; changes the oil and other fluids, talks with customers

a construction worker knows the rules; plays the game; stays physically fit

a school bus driver puts items in boxes; tapes the boxes; attaches the shipping label

a soccer player builds; repairs; uses tools; works carefully and quickly