

Business Writing Skills: Characteristics / Personality traits

Characteristics / Personality traits	Yes / No	Advantages	Disadvantages / Potential Pitfalls
Kind	SELECT		
Considerate	SELECT		
Thoughtful	SELECT		
Dynamic	SELECT		
Energetic	SELECT		
Quiet	SELECT		
Loud	SELECT		
Warm	SELECT		
Hard working	SELECT		
Fun	SELECT		
Serious	SELECT		
Diligent	SELECT		
Humorous	SELECT		
Driven	SELECT	.	
Passionate	SELECT		
Ambitious	SELECT		
Easy going	SELECT		
People person	SELECT	.	
Open	SELECT	.	.
Friendly	SELECT		
To the point	SELECT	.	
Sociable	SELECT	.	