**SECTION 4 – WRITING (30 POINTS)**

Based on reading and listening, **write a response essay** of **250** words on **the qualities of a good leader** using specific examples (**2** from listening, **2** from reading).

(If you write below the word limit and/or lift sentences from the texts without paraphrasing/using quotation marks, you will be penalised.)

While listening and reading please take notes below.

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| **Suggestions from the listening:**   * …………………………… * …………………………… * …………………………… * …………………………... * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… | **Suggestions from the reading:**   * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… * …………………………… |

**Reading**

Leaders are not born but made out of struggles, capabilities, and experience. Leadership is a unique quality that very few people in this world possess.**Leadership is the art of encouraging a person or a group of people to work with zeal and dedication to achieve a common goal.** The great leaders of this world are great thinkers, sincere, dedicated, responsible and visionary. Leadership is an art to brace the challenges ahead. A good leader is the one with a vision and knows how to turn ideas into reality. There are many *qualities of a good leader* that make him/her achieve his goals and lead others.

**Qualities of a Good Leader**

1. **Good Communication**

Communication is the process of exchanging ideas, information or feelings from one person to another. One of the essential qualities of a leader is that he/she has the ability to effectively communicate the ideas and information in his/her mind to others in a precise and definite manner. When it comes to communication, even a small gap can create chaos. That is why leaders must have clear communication so that their team share a common vision and goals.

1. **Self-Confidence**

A leader must be self-confident because if he/she is not confident, they won’t be able to lead the team. Confidence and dedication are two qualities that we can see in every leader of this world. A leader must have the self-confidence to convince the team to follow the right path and achieve their goal. Also,**a leader must have the dedication to complete the tasks on time.**

1. **Positive Attitude**

One of the important qualities of a good leader is to have positivity. A leader must have positive energy, and only then he/she will be able to encourage the team. Attitude is what shapes a good leader. In a team, everyone doesn’t have to have a positive mindset; hence a leader needs to be positive and pass on that positivity to his/her team members. When we are positive, we are better able to work and achieve success in life.

1. **Empathy**

Good leaders are empathetic and understand the pain and sorrow of others. Everyone makes mistakes as mistakes are part and parcel of our lives. Good leaders know that the team encompasses humans, humans capable of mistakes, and hence they forgive and give the chance to correct errors. **Satya Nadella, CEO of Microsoft, once said in an interview, “empathy has been the highest priority in remodeling the culture of Microsoft.”**

1. **Creative & Innovative**

Creation and innovation are needed to excel in life, as they are the industry’s life and blood. If any business needs to survive, they must innovate and create great products and services. Innovation happens with unique ideas, and where there is innovation, there is success. One of the important qualities of a good leader is innovation. A leader brings in lots of innovative ideas and inspires his/her teammates to bring some unique ideas to the table and implement them.

Innovation and creativity are two sides of the same coin and are always present in a true leader. So, to be a true leader, never hesitate in trying new things.

**Writing**

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| **Intro. and Conc.** | | | **Body Paragraphs** | | | | | **Use of English** | | | | | | **Word Limit / Lifting Penalty** | |
| **A1** | **A2** | **A3** | **B1** | **B2** | **B3** | **B4** | **B5** | **C1** | **C2** | **C3** | **C4** | **C5** | **C6** |  |
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| **Total Score: \_\_\_\_\_\_\_\_ / 20 PTS.** | | | | | | | | | | | | | | | |
| **Converted Score:\_\_\_\_\_\_\_\_\_ / 30 PTS.** | | | | | | | | | | | | | | | |

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**TOTAL WORD COUNT:** \_\_\_\_\_\_\_\_\_

**(Please write your total word count to the box.)**

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