**CheckPoint 1 Part 1**

1) ===========================================================

use ~ consume  
produce ~ generate  
give ~ provide  
save ~ protect  
store ~ accumulate

2) ===========================================================

***And yet +***  
***Regardless +***  
***In turn +***  
***Since +***  
***Despite +***  
***So as not to +***  
**Whereas +**  
***otherwise +***  
  
Critical thinking is a crucial skill for **restaurant manager**, because manager has to evaluate and solve a big variety of challenges very quickly. Restaurant manager is supposed to make quick decisions, such as managing staff and handling customers complaints.   
In other words he has to analyze feedback, market trends and make data-based choices/ **O*therwise,*** the restaurant may struggle with earning money and staying profitable.  
  
A good **florist** should be able to communicate with clients efficiently, **whereas** a successful florist must have great critical thinking skills. **So as not to** compromise on quality and creativity, great florists must engage in thoughtful decision-making and problem-solving skills.  
  
Critical thinking is often underrated among **factory workers**. **And yet**, it is essential for ensuring efficient production process and troubleshooting machinery issues. **Regardless** of the repetitive nature of some tasks, critical thinking can ensure career growth for factory workers.  
  
**In turn**, critical thinking is extremely significant skill among **life coaches**. **Since** life coaches deal with diverse individuals, they must analyze their psychological traits to give useful personal development advice.  
  
**Despite** the challenges created by different organizational structures, critical thinking skill allows **management consultants** to propose innovative and efficient solutions for businesses.

3) ===========================================================

1. The experiment was repeated twice to ensure that the results were valid and accurate.  
2. Her compelling storytelling skills got attention from readers all over the world.  
3. Despite the flawed design of the prototype, team of engineers made it to demonstrate that the solution is viable, but requires a lot of effort to be implemented in full scale.  
4. The marketing team made a persuasive campaign which successfully convinced customers to try the new product.  
5. Concerning recent safety issues can you develop an upgrade for our security systems?  
6. Our mentor gave us a sound advice which helped us a lot during early stages of the project.  
7. The scientist attempted to refute the opposing theory by presenting his own with new data.

4) ===========================================================

Which creative thinking skills I possess.

I ask questions “why” and “for what” very often.

They help me understand processes and people’s intentions way better.

I think that it is a vivid indicator that I use creative thinking in my everyday life.

I use different websites, such as “city calls” and “leaderID” to visit different evets across the city and do networking with diverse people.

I would like to develop my creative thinking skills by trying to engage with art, theatre and music festivals more often. That is something I lack in mu weekly routine.

**Part 2**

**Personal development and training**

**Ex 4**

1. Think about your life in a calm way = Take a step back
2. Give sb a desire to do sth = motivate
3. Learn how to do things better = improve
4. Do your job better in general = improve your performance
5. Decide what direction you want to take in your life = set the goals
6. Obtain the specific results that you want = achieve your objectives
7. Increase the possibilities of a better job in your company = develop your skills
8. Tell sb what you think of their performance = give feedback

**Ex 5**

1. motivate
2. set any goals … achieve
3. give you feedback
4. improve your promotion prospects
5. take a step back
6. skills would you like to develop
7. achieve your objectives

**Ex 6**

1. Managing stress = Take a step back and achieve a better work-life balance.
2. Communication skills = Be a better listener and express yourself more clearly.
3. Time management = Learn to speed read and deal with emails more quickly.
4. Motivating employees = Set your team goals and give them better feedback.
5. Project management = Improve your organizational skills and meet your deadlines every time.

**Ex 7**

\*Video is unavailable\*

§4 Useful English: Advice

**Language at work**

**Ex 1** List**:** must, mustn’t, should, shouldn’t, could

1. Could
2. Shouldn’t
3. Must not
4. Must
5. Should
6. must

**Ex 4** Language Point

1. Must
2. Should
3. Could
4. Should not
5. Must not

**Ex 5**

1. C
2. E
3. A
4. B (great idea in fact)
5. C
6. E
7. B
8. E
9. A

**Some tips on dealing with criticism**

**Ex 1**

1. Performance
2. Apply
3. Impact
4. Collaborative
5. Goals
6. Outcome
7. Achieved

**Ex 2 Focus**

1. A sole trader = One person owns the business
2. A partnership = Two or more people own the business
3. A private limited company = Often a small business such as shop with shares (but not on the stock market)
4. A public company = A very large company with shares on the stock market

**Ex 3**

|  |  |  |  |
| --- | --- | --- | --- |
|  | <https://www.youtube.com/watch?v=sfX-cSuW6Vw> | |  |
|  | **Speaker 1** | **Speaker 2** | **Speaker 3** |
| **Type of company** | Sole trader | Public | Non-profit (dot org) |
| **Advantages** | Ability to fully control your own company | You have to be very careful about what you do with the revenues and expenses of the company, which results in bigger salary. | Opportunity to help children in developing countries. |
| **Disadvantages** | Being only by yourself. | Hard to predict the future of the company.  Decision making is a difficult process due to many stockholders with their opinions. | It’s hard to motivate people to work in non-profit organization, because there are a few people who barely want to work for free. |

**Ex 4**

I'm not working at the moment.

**Ex 5**

1. Real meaning (of the word)
2. Someone who only works on one day (a Saturday-only partner)
3. Has an instant effect (feeds directly)
4. Independent organizations (external bodies)
5. The current or typical amount (the going rate)
6. More complete (fuller)
7. Better than any other (second to none)