

## **ADS - AULA 04 - MAIN IDEA**

### **Sample Reading Passage 3**

What's the best way for you, as an employer, to deliver bad news to an employee? First of all, you have to break the news yourself, face to face with the recipient. You can't write memos to tell people they will not get raises this year or that they have made an error or are not performing as well as expected. You have to show them how you feel about the matter and that you are personally sorry and sympathize with them. If you indicate that you are ready to listen to their reactions to your bad news, you will undoubtedly save yourself from their wrath. Above all, you must be ready for an emotional reaction from the recipient of bad news. Give people time to digest your news and to control the emotion they invariably feel. Although it is never easy to break bad news, if you follow these steps, you will at least soften the blow.

#### **1. The author's main idea is that**

- (A) bad news is hard to impart
- (B) all employers have to criticize their employees
- (C) there are ways of softening the impact of bad news
- (D) people respond emotionally to bad news

#### **2. Where is the main idea expressed?**

- (A) In the first sentence
- (B) In the last sentence
- (C) In the middle of the paragraph
- (D) Nowhere

#### **3. The main idea is supported by**

- (A) examples of employers giving bad news
- (B) a list of reasons for having to break bad news
- (C) sympathy for both the employer and employee
- (D) instructions on how to soften the blow of bad news