

Session 3 2318 - Rajdeep

## FIRST IMPRESSIONS

Within 30 seconds people judge you by:

- Economic level - Educational level - Social position - Level of sophistication - Level of success

Within 4 minutes people judge you by: - Trustworthiness & Reliability - Compassion & Humility - Intelligence - Capability - Friendliness - Confidence

Handshakes – Types

Dead fish

Wrestler

Gloved

Sweaty palmer

Ghost

Pumping

Business Cards

- ▶ Always have a supply of cards
- ▶ Ask for someone's card before offering your own
- ▶ Present card face up
- ▶ Take time to look at received card
- ▶ NEVER turn down an offered card
- ▶ Be selective when distributing cards

Grooming & Body Language

Some of the perceptions people can form solely from your appearance:

- Your professionalism.
- Your level of sophistication.
- Your intelligence.
- Your credibility.

Business Attire

Three basic things you need to consider:

- Your line of work
- Your corporate culture
- Your audience

Before buying something to wear to work, ask yourself

- Is it appropriate for the kind of job I have?
- Is it a fad or will it be a basic wardrobe foundation?
- Does it fit properly?
- Will I stand out (in a positive light) if I wear it to work?
- Do I feel successful and confident wearing it?
- Would my boss wear it?

Body Language

- Eye contact
- Facial expressions
- Postures & gestures
- Personal space

## ● Bias and prejudice

### Few Tips

- Use eye contact.
- Avoid too much movement
- Smile– Use expressions and hand movements
- Hold your hands open and wide apart to show sincerity and honesty
- Ensure your body language communicates "I am glad to be here"

### Exercise:

1. Put the words in the right order to make them interrogative:

1. mandarins/are /in the basket/there

\_\_\_\_\_ Are there mandarins in the basket \_\_\_\_\_?

2. is/ some /chocolate cake/there/in the fridge/?

is there some chocolate cake in the fridge?

3. is/ in/ there/ ice-cream/ a vanilla/ your café/?

is there a vanilla icecream in your cafe?

4. there /books/are/interesting/shelf/on the/?

There are interesting books on the shelf

5. pictures/are/in/any/your/bedroom/there/?

Are there any pictures in your bedroom?

6. Flowers/in /pot/the/are/there/any/pretty/?

Are there any pretty flowers in the pot?

7. a/in/this/street/is/bus stop/there/?

Is there a bus stop in this street?

### HOMEWORK

2.1 Write the verbs with s or es or nothing

1. She (read)->reads
2. He (think)->
3. It (fly)->flies
4. He (dance)->dances
5. She (have)->has
6. It (finish)-> finishes

2.2 Complete the sentences, use the verbs given

[Boil close cost cost like like meet open speak teach wash]

1. Maria speaks four languages
2. The shops in the city centre usually opens at 9 o'clock in the morning.
3. The City Museum closes at 5 o'clock in the evening.
4. Tina is a teacher. She teaches mathematics to young children
5. My job is interesting. I meet .a lot of people.

6. Peter's car is always dirty. He never washes it
7. Food is expensive. It costs a lot money
8. Shoes are expensive. They cost a lot of money
9. Water boils at 100 degrees Celsius.
10. Julia and I are good friends. I like her and she likes Me

2.3. Write short sentences from these words. Use the write form(arrive/arrives)

1. (always, early Sue arrive) Sue always arrives early.
2. (to the cinema/never/I / go) I never go to the cinema.
3. (work/Martina/hard/always) Martina always works hard
4. (like/chocolate/children/usually) Children usually like chocolate..
5. (often/people's names/I/forget) I often forget people's names.
6. (Julia/parties/enjoy/always) Julia always enjoys parties.
7. (television/Tim/watch/never) Tim never watches television.
8. (usually/dinner/we/have/ at 7.30) We usually have dinner at 7.30.
9. (Jenny/always/nice clothes/wear) Jenny always wears nice clothes.

2.4 Make these sentences negative

1. David takes the bus to work -> David does not take the bus to work.
2. I drink coffee -> I do not drink coffee.
3. We watch television very often-> We do not watch television very often
4. It rains very often -> It does not rain very often.
5. Garry and Linda know many people -> Garry and Linda do not know many people.

2.5 Complete the sentences about yourself (positive or negative)

1. I get up early every morning
2. I go to work by walk.
3. I work in an office
4. I have lunch in a restaurant everyday.
5. I like dogs
6. I play computer games specifically triple A titles sometimes.

2.6 Fill in the blanks with don't or doesn't

1. I don't like Fred and Fred doesn't like me.
2. My car doesn't use much petrol.
3. Sometimes he is late but it doesn't happen very often.
4. Sandra doesn't speak Spanish but she speaks Italian. Italian.
5. Bill does his job very well.
6. Paula doesn't usually have breakfast.
7. I don't like washing my car, so I don't do it very often.

Exercise 3

### 3.1 Fill in the blanks using the right tense with the below verbs

[ gives them breakfast    6 o'clock    many times  
St John's Hospital       bus       wakes the children up  
10 o'clock                very tired    20 children    a nurse ]

My name is Jennie. I'm (1) a nurse and I work at (2) St John's Hospital.  
I start work at (3) 6 o'clock and finish early at (4) 10 o'clock in the morning.  
I go to work by (5) bus, but I come home in the morning by taxi because I'm tired.  
I go to work by (5) bus, but I come home in the morning by taxi because I'm tired.  
I have (6) 25 children in my section.  
I look at the children (7) many times during the night.  
At 6 o'clock the day nurse arrives and (8) gives them breakfast.  
She (9) wakes the children up at 7 o'clock.  
I go home and go to bed at 8 o'clock.  
I usually feel (10) very tired.

### 3.2 Correct these sentences where there are mistakes

1. Does the 9.30 train stop at every station? correct
2. What does your father do?
3. I do not write many letters. I usually use email.
4. What does Sue usually have for lunch?
5. How much do these apples cost? (Correct)
6. Charlie plays tennis, but he doesn't enjoy it.