



TOP TIPS

*For achieving
career success*

THE EF ENGLISH LIVE GUIDE TO:

Getting a Promotion



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INTRODUCTION



*Taking your career to
the next level*



***You may feel you're ready for
the next step in your career,
but just how do you persuade
your manager that you
deserve a promotion?***

You can't afford to lose your footing when climbing the career ladder. That's why EF English Live has put together this guide to making a great impression in your workplace.

The way you present yourself is essential, and the right attitude combined with the right words can give you a big career advantage.

On the pages that follow, you'll learn the key English phrases that will put you on the right path to a promotion.



Each section of this guide includes:

- ⊕ A dialogue to help you learn useful new vocabulary and idioms in context.
- ⊕ A list of key phrases recommended for career success.
- ⊕ A helpful translation in your own language.

We've also highlighted the essential characteristics of a successful professional, and provided example phrases that will help you demonstrate each of those characteristics.

Keep this guide close at hand; you never know when your manager might want to discuss the next step in your career.





PART 1

STAY FOCUSED

*Taking your work
seriously is essential*

TAKING YOUR WORK SERIOUSLY IS ESSENTIAL

In a professional environment, people who stay focused and take their work seriously will excel. Focus and dedication will lead to trust, and earning the trust of your manager is vital on the road to a promotion.

Below is a quick example of how a work conversation can demonstrate focus. Justin is leading a project and his manager has stopped by his desk to check up on his progress.

Can you find any phrases that could help you in your quest for a promotion?

Manager:

How's it going, Justin? Are you coping?

Justin:

Absolutely. It's a lot of work but I've got it under control. It's a really good challenge.

Manager:

When do you think you'll get it finished?

Justin:

I'm confident I'll have it finished by the end of the week. But I'd be grateful if someone could take a look before I present it to the rest of the team.

TAKING YOUR WORK SERIOUSLY IS ESSENTIAL

Manager:

I'd be delighted. Could you get the document to me by Friday morning?

Justin:

No problem. I'll try to complete it by Thursday night.

Manager:

It's important that there aren't any errors, as we're presenting externally next week.

Justin:

Don't worry. I'm spell-checking everything as I progress, and I'm checking all facts with the regional teams.

Manager:

Thanks, Justin. I knew I could rely on you.

Justin:

My pleasure.

TAKING YOUR WORK SERIOUSLY IS ESSENTIAL

Key Phrases

Show you're committed to the project:

It's a really good challenge.

It's a really good challenge.

Demonstrate that you're a team player:

I'd be grateful if someone else could take a look.

I'd be grateful if someone else could take a look.

Try to go the extra mile:

I'll try to complete it by Thursday night.

I'll try to complete it by Thursday night.

Reassure your manager of your attention to detail:

I'm spell-checking everything as I progress.

I'm spell-checking everything as I progress.



DEMONSTRATING YOUR COMMITMENT TO
THE PROJECT WILL SERVE YOU WELL ON
THE PATH TO A PROMOTION

TAKING YOUR WORK SERIOUSLY IS ESSENTIAL

Show your manager what you're doing to get the best results:

I'm checking all facts with the regional teams.

I'm checking all facts with the regional teams.

More useful phrases for reassuring your manager that you're focused on success:

I've got it under control.

I've got it under control.

I'm confident I can...

I'm confident I can...

No problem.

No problem.

Don't worry.

Don't worry.

My pleasure.

My pleasure.



PART 2

GET RESULTS

*Prove you're capable
of meeting goals*

PROVE YOU'RE CAPABLE OF MEETING GOALS

Focus is essential, but it is best demonstrated through the results you've achieved. Great results can prove to your manager that you're working hard towards achieving your goals and the goals of the company.

An appraisal meeting is a perfect opportunity highlight your personal accomplishments.

See if you can take some inspiration from Linda below, as she takes big steps on the path to a promotion.

Manager:

So how do you feel you've performed in your job this year?

Linda:

I really feel I'm gaining in confidence, and I think that's reflecting in my results. I've worked very hard to double my sales figures from last year and it has paid off.

Manager:

What was your most satisfying moment?



TOP TIP

Don't brag!

Tactfully highlight your achievements

PROVE YOU'RE CAPABLE OF MEETING GOALS

Linda:

There have been lots of great moments, but I'm especially proud that I managed to secure the contract with the tourism board, because I know it's a valuable contract to our company and they've never worked with us before.

Manager:

How do you feel your workload has been?

Linda:

Of course I've been very busy, but I'm feeling really motivated and that makes things easier. I've spent all year looking for new challenges, and I'm hoping I'll have even more opportunities to challenge myself next year.

Manager:

Do you have any feedback for me?

Linda:

I'm very keen to accept more responsibility if the opportunity comes up. I believe I've earned the trust of the team, and I'm sure I can keep balancing my workload well.

PROVE YOU'RE CAPABLE OF MEETING GOALS

Key Phrases

Demonstrate progress in your skills and attitude as well as your results:

I really feel I'm gaining in confidence.

I really feel I'm gaining in confidence.

Tell your manager exactly what your personal goals have been:

I've worked very hard to double my sales figures.

I've worked very hard to double my sales figures.

Show that your job has many highlights:

There have been lots of great moments.

There have been lots of great moments.

Let your manager know that you're capable of handling challenges:

Of course I've been busy, but I'm feeling really motivated.

Of course I've been busy, but I'm feeling really motivated.



PROVE YOU'RE CAPABLE OF MEETING GOALS

Hint that you're ready to take on more work if necessary:

I'm hoping I'll have even more opportunities to challenge myself next year.

I'm hoping I'll have even more opportunities to challenge myself next year.

Describe why you've got promotion potential:

I believe I've earned the trust of my team.

I believe I've earned the trust of my team.

Crucial phrases for promoting yourself:

My hard work has paid off.

My hard work has paid off.

I'm especially proud that...

I'm especially proud that...

I'm looking for new challenges.

I'm looking for new challenges.

I'm very keen to...

I'm very keen to...

I'm sure I can...

I'm sure I can...



PART 3

STAND OUT

*Show you're the best
person for the job*

SHOW YOU'RE THE BEST PERSON FOR THE JOB

You can't just be good if you want a promotion. You have to be the very best. That means going the extra mile to stand out from the crowd.

Just remember, there's a thin line between healthy competition with your co-workers and actual conflict. You must maintain a friendly and professional attitude at all times if you don't want to suffer alienation from your peers, and potentially your boss too.

An effective way to do this is to set daily or weekly challenges among your team. It's excellent for morale, and it shows the management that you have useful ideas that can benefit the company.

In the example below, Bob has challenged his colleagues to attract the most viewers to their sections of a magazine website:

Manager:

Well, Bob, it looks like the web user figures are through the roof this week.

Bob:

I thought the team could be a little more competitive to get more traffic to the site.

Manager:

How did you manage that?

SHOW YOU'RE THE BEST PERSON FOR THE JOB

Bob:

We all take pride in our individual pages. So I challenged the other guys to drive more visits, by using clever SEO and finding cost-effective promotional options.

Manager:

How did you get on personally?

Bob:

Well, it was a very close race between myself and Karen from Fashion. However, I managed to get a great piece of free radio PR, and my viewer figures went up to their best level yet.

Manager:

I'm impressed with your creativity and enthusiasm.

Bob:

Thank you very much. I personally feel it's good to have some healthy competition on the team.



KEEP IT FRIENDLY:
THERE'S A THIN LINE BETWEEN HEALTHY
COMPETITION AND CONFLICT

SHOW YOU'RE THE BEST PERSON FOR THE JOB

Key Phrases

Show that you're taking initiative in the working environment:

I thought the team could be a little more competitive.

I thought the team could be a little more competitive.

Make it clear that your positive attitude is shared with others:

We all take pride in our individual pages.

We all take pride in our individual pages.

Demonstrate teamwork while highlighting your own creative ideas:

So I challenged the other guys...

So I challenged the other guys...

Take opportunities to show how you add value to the company:

I managed to get a great piece of free radio PR.

I managed to get a great piece of free radio PR.

Always show appreciation for positive feedback:

Thank you very much.

Thank you very much.

SHOW YOU'RE THE BEST PERSON FOR THE JOB

Useful phrases for standing out from the crowd:

I thought...

I thought...

I challenged...

I challenged...

I managed...

I managed...

I personally feel...

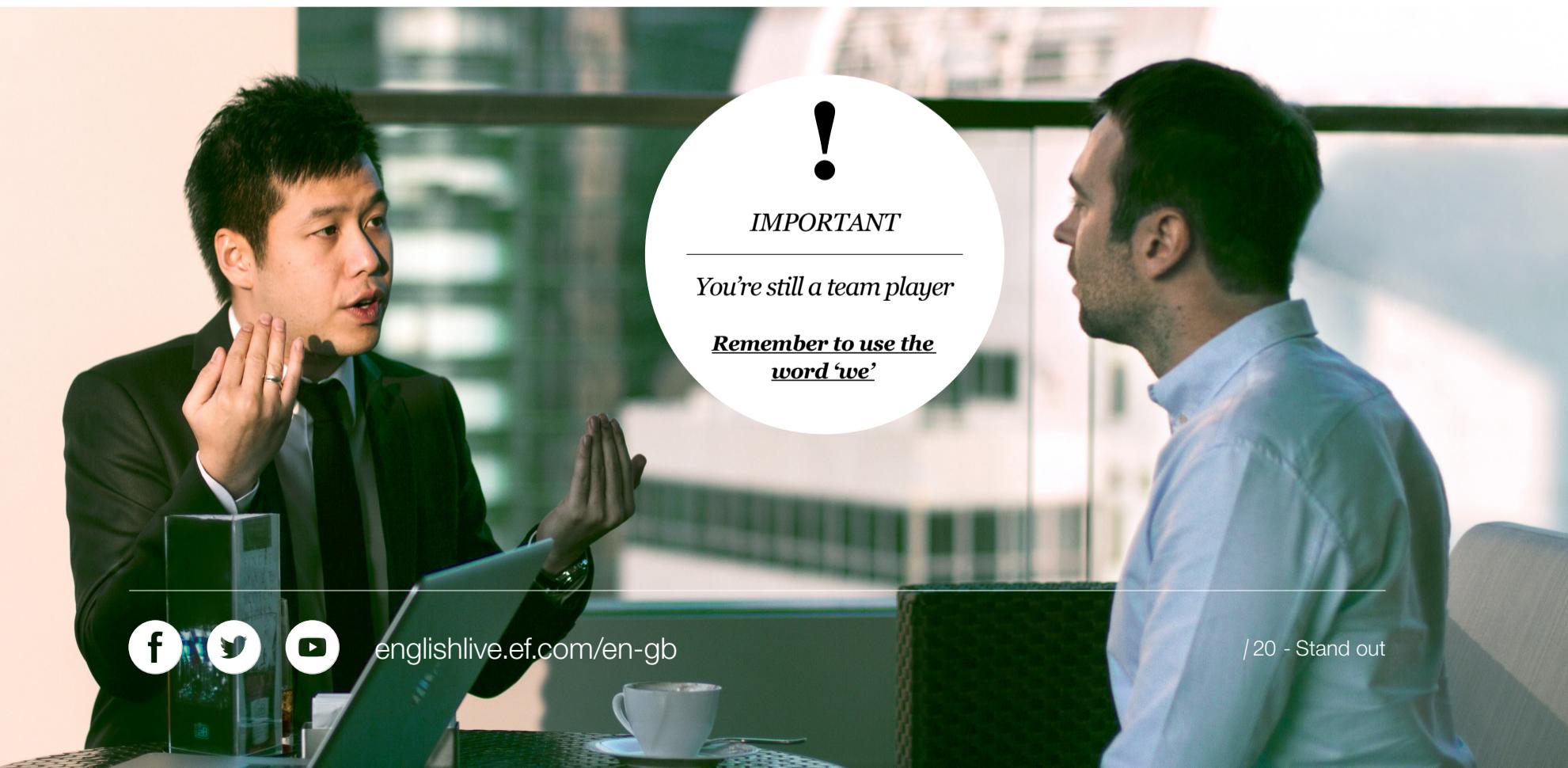
I personally feel...



IMPORTANT

You're still a team player

**Remember to use the
word 'we'**





PART 4

JOIN IN

Managers want to promote team players

MANAGERS WANT TO PROMOTE TEAM PLAYERS

You may have heard the saying “There’s no ‘i’ in ‘team’. Yes, it’s a cliché, but it’s worth bearing in mind when you’re aiming for a promotion.

Managers want to promote individuals who can lead by example and support their colleagues at all times.

While individual success is important, it’s the ability to inspire others and gain their trust that will truly impress.

Below you’ll see how Sharon deals with a special request from her manager:

Manager:

Sharon, I’m hoping you might be able to help. Becky is experiencing some personal troubles and I’d like you to pick up some of her workload.

Sharon:

Of course. How would you like me to help?

Manager:

Becky’s client Mr. Smith needs somebody to look at his accounts. I was wondering if you could sit down with him?

MANAGERS WANT TO PROMOTE TEAM PLAYERS

Sharon:

Certainly. I'll make an appointment with him straight away. Is there anything else I can do to help?

Manager:

It would be good if you could keep an eye on Becky when she gets back. Make sure she's OK. I know she trusts you.

Sharon:

I'd be happy to. We've talked quite a lot over the past few weeks, and she really helped me out when my mother died.

Manager:

Thanks, Sharon. It's greatly appreciated.



MANAGERS WANT TO PROMOTE TEAM PLAYERS

Key Phrases

Be proactive. Don't wait for orders:

How would you like me to help?

How would you like me to help?

Show that you're happy to prioritize your colleague's workload:

I'll make an appointment straight away.

I'll make an appointment straight away.

Make a point of offering further help:

Is there anything else I can do to help?

Is there anything else I can do to help?

Demonstrate the level of trust between you and your colleague:

We've talked quite a lot over the past few weeks.

We've talked quite a lot over the past few weeks.

Show that the respect between you and your colleague is mutual:

She really helped me out...

She really helped me out...

MANAGERS WANT TO PROMOTE TEAM PLAYERS

Useful phrases for showing willingness to help:

Of course.

Of course.

Certainly.

Certainly.

I'd be happy to...

I'd be happy to...

What can I do?

What can I do?

Is there anything else?

Is there anything else?



PART 5

BE POSITIVE

*Enthusiasm will serve you well
in the workplace*



ENTHUSIASM WILL SERVE YOU WELL

You could be the world's most focused and diligent worker, but it won't count for much without a positive attitude.

Enthusiasm ranks alongside ability in many bosses' minds, and it can often get you out of trouble on those occasions when things don't go to plan.

Going to work with a smile on your face shows your manager that you're keen as well as capable.

Choosing the right words can also make a world of difference, as the conversation below demonstrates:

Travis:

Good morning, Alan. How was your journey in?

Manager:

Not bad, thanks. How's that article coming along?

Travis:

It's all coming together really well. I hope you'll enjoy it.



ENTHUSIASM WILL SERVE YOU WELL

Manager:

How were the interviewees? That actress has a reputation for being difficult, doesn't she?

Travis:

Haha. Not at all. She's had a tough time and I actually have a lot of respect for her.

Manager:

How long do you expect the piece to be?

Travis:

It's about 1500 words now, but I'm more than happy to edit it if you'd prefer.

Manager:

Just let me see it when you're finished. I'll trim it down if necessary.

Travis:

It'll be good to have a fresh pair of eyes reading it. Thank you. Have a good morning.

ENTHUSIASM WILL SERVE YOU WELL

Key Phrases

Ask your manager about himself or herself, without getting too personal:

How was your journey in?

How was your journey in?

Make your manager feel like his or her opinion counts:

I hope you'll enjoy it.

I hope you'll enjoy it.

Avoid opportunities for negativity by laughing it off:

Haha. Not at all.

Haha. Not at all.

Show willingness to adapt, even if your own work is at stake:

I'm more than happy to edit it if you'd prefer.

I'm more than happy to edit it if you'd prefer.

Offer positive wishes at appropriate times:

Have a good morning.

Have a good morning.



ENTHUSIASM WILL SERVE YOU WELL

Other helpful phrases for spreading positivity:

How are you today?

How are you today?

I am very well, thanks.

I am very well, thanks.

You're looking well.

You're looking well.

Good point.

Good point.

Take care.

Take care.



IMPORTANT

Politeness goes a long way

**Always use “please”
and “thank you”**



Now that you've learned some useful English phrases for boosting your career, it's time to practice your new language skills before trying them out in the office.

Practice with us

EF English Live offers hundreds of hours of interactive online learning tools, plus live teacher-led classes every hour of every day. Our expert English teachers are always on hand to help you practice new language and build your speaking confidence, whatever your English level.

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