

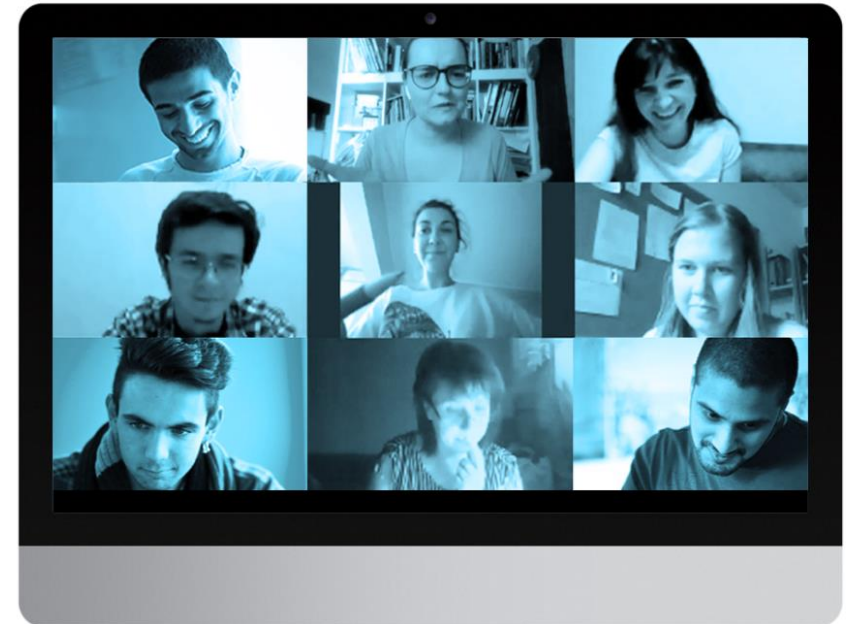
# Skills and talents

Theme:  
Evaluating Performance



## Before we start, please make sure...

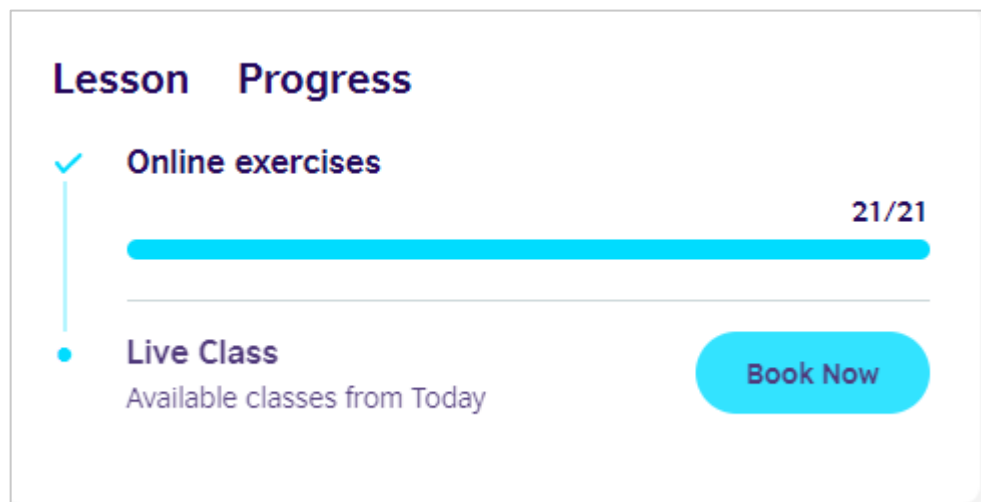
- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is off (unmute when needed)
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes



# How does it work?



You need to complete both parts to get the most out of your course.



Prepare  
before class



Live class

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# Have you done your online activities?

Meeting colleagues outside work



Chatting about work with colleagues



Reflecting on a project



A new initiative



A professional profile



# Lesson objective: Discussing Skills and Talents

## Before the live class you...

- studied vocabulary for interacting informally at work
- studied vocabulary describing work relationships
- read a work email and listened to a recording about experiences at work
- revised how to use the present perfect simple/continuous

## By the end of the class, you will have...

- revised vocabulary to describe work relationships
- revised present perfect simple/continuous
- discussed your own skills and talents in your job



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# Lead-in

## Discuss with a partner.

- What do you think are the key skills necessary in your job?
- What key skills did you need to get your job?
- Are there any skills you have gained from doing your job? What?

*"I work as a software developer, so having a good knowledge of computers and writing code is a really key skill in my job. They asked me in my interview what programs I have developed in the past, so that experience was really important for this job. But, I've also learned some new skills, like using programs I had never used before."*



# Language focus 1: Idioms to Describe Ways of Working

To be thrown in at the deep end

To have a 'can do' attitude

To step out of your comfort zone

To multitask

To think on your feet

Use a phrase from the box to describe each person/situation.

- 1) *"She's always really positive about any task you give her. Nothing seems impossible for her."*
- 2) *"He's great at making quick, spontaneous decisions, even in stressful situations."*
- 3) *"This job forced me to do a lot of new things that I had never done before, which wasn't always easy".*
- 4) *"On my first day in the job, I had to write a report, give a presentation and had a meeting with the director of the whole company! It was really intense"*
- 5) *"Often in my job, I have to do three or four different things at the same time".*

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# Language focus 1: Idioms to Describe Ways of Working: Answers

Use a phrase from the box to describe each person/situation.

1) *“She’s always really positive about any task you give her. Nothing seems impossible for her.”*

**To have a ‘can do’ attitude**

2) *“He’s great at making quick, spontaneous decisions, even in stressful situations.”*

**To think on your feet**

3) *“This job forced me to do a lot of new things that I had never done before, which wasn’t always easy”.* **To step out of your comfort zone**

4) *“On my first day in the job, I had to write a report, give a presentation and had a meeting with the director of the whole company! It was really intense”* **To be thrown in at the deep end**

5) *“Often in my job, I have to do three or four different things at the same time”.* **To multitask**



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## Language focus 2: Present Perfect Simple/Continuous

1. I've just sent them my application form.
2. I've been working on this report for weeks, it's taking forever!
3. I've never worked from home before.
4. I've been waiting for over an hour!
5. We've been discussing this often, but so far nothing is confirmed.

Which sentence...

- describes an action that is not yet completed?
- describes a completed action?
- describes previous life experiences in general?
- describes a repeated action?
- emphasises the length of time of an action?

## Language focus 2: Present Perfect Simple/Continuous

1. I've just sent them my application form.
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3. I've never worked from home before.
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5. We've been discussing this often, but so far nothing is confirmed.

Now can you identify the tenses?

Which sentence...

- describes an action that is not yet completed? 2
- describes a completed action? 1
- describes previous life experiences in general? 3
- describes a repeated action? 5
- emphasises the length of time of an action? 4

## Language focus 2: Present Perfect Simple/Continuous

- |  |                            |
|--|----------------------------|
| 1. I've just <b>sent</b> them my application form.                         | Present perfect simple     |
| 2. I've <b>been working</b> on this report for weeks, it's taking forever! | Present perfect continuous |
| 3. I've never <b>worked</b> from home before.                              | Present perfect simple     |
| 4. I've <b>been waiting</b> for over an hour!                              | Present perfect continuous |
| 5. We've <b>been discussing</b> this, but so far nothing is confirmed.     | Present perfect continuous |

Which sentence...

- describes an action that is not yet completed? **2**
- describes a completed action? **1**
- describes previous life experiences in general? **3**
- describes a repeated action? **5**
- emphasises the length of time of an action? **4**

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## Language focus 2: 'For' and 'Since' with Present Perfect Simple/Continuous

**Complete each sentence with *for* or *since*.**

1. He's been working here\_\_\_\_\_ a month, so not long at all.
2. He's been a member of the board of directors\_\_\_\_\_ 2005.
3. I've been working from home\_\_\_\_\_ the start of the pandemic.
4. They've been working on that project\_\_\_\_\_ almost six months, they must be nearly finished by now!

## Language focus 2: For and Since with Present Perfect Simple/Continuous

**Complete each sentence with *for* or *since*.**

1. He's been working here for a month, so not long at all.
2. He's been a member of the board of directors since 2005.
3. I've been working from home since the start of the pandemic.
4. They've been working on that project for almost six months, they must be nearly finished by now!

**When we have a specific time, year or date, we use \_\_\_\_\_ (*for/since*).**

**When we have time duration, we use \_\_\_\_\_ (*for/since*).**

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## Language focus 2: For and Since with Present Perfect Simple/Continuous

**Complete each sentence with *for* or *since*.**

1. He's been working here for a month, so not long at all.
2. He's been a member of the board of directors since 2005.
3. I've been working from home since the start of the pandemic.
4. They've been working on that project for almost six months, they must be nearly finished by now!

**When we have a specific time, year or date, we use since.**

**When we have time duration, we use for.**

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## Language focus 2: Practice

**Complete the sentences using the word in brackets with present perfect simple/continuous or for/since.**

1. They have just\_\_\_\_\_ (offer) me a promotion at work!
2. You've\_\_\_\_\_ (work)\_\_\_\_\_ seven o'clock this morning! Take a break!
3. He's\_\_\_\_\_ (talk)\_\_\_\_\_ over an hour! This is unbearable!
4. I've \_\_\_\_\_ (be) interested in working in an international environment ever\_\_\_\_\_ I had a semester abroad at university.
5. Recently, we've\_\_\_\_\_ (work) on a new program, it isn't finished yet, but it looks very interesting!

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## Language focus 2: Practice

**Complete the sentences using the word in brackets with present perfect simple/continuous or for/since.**

1. They have just offered (offer) me a promotion at work!
2. You've been working (work) since seven o'clock this morning! Take a break!
3. He's been talking (talk) for over an hour! This is unbearable!
4. I've been (be) interested in working in an international environment ever since I had a semester abroad at university.
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# Task



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# Task preparation

Think about the skills and talents that you have, and ones that you don't have, but would like to have. These can either be professional skills, related to your job or education experiences, or personal ones.

## A skill or talent you have

What is it?  
How long have you had this skill?  
How often do you use it?  
Do you think you could teach it to someone else?

## A skill or talent you have recently learned

What is it?  
Where did you learn it?  
Why did you learn it?  
Was it difficult to learn?  
Do you think you will need it in the future?

## A skill or talent you would like to have

What is it?  
Why would you like to have it?  
Do you think you will ever learn it? Why/Why not?

# Task

## Talk to your groupmates

- Tell them about the skills or talents...
  - ✓ you have
  - ✓ you have recently acquired/learnt
  - ✓ you would like to have.
- Try to use the language and grammar from Language Focus 1 and 2
- Listen to what your partner says, then ask them 2-3 questions about these skills after they have finished.



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## Feedback

When talking about previous experience a lot of you used narrative tenses

Good use of comparatives: more useful, further expand,

I am not distract by unimportant things (gr)

Recently, I've learned or Recently, I learned

I have completed (+)

A new expression that you could use is "I would like to put these skills into practice"

Good use of modals and semi-modals (You have to/must ...)

Did you had a chance? (gr and collocation) = have you ever done...

Great use of team player

Skills we've learned at parents

Do some voluntary work (vocab)

Great use of present continuous

I am doing it for two years (grammar)

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# Review: Discussing Skills and Talents

## Before the live class you...

- studied vocabulary for interacting informally at work
- studied Vocabulary describing work relationships
- read a work email and listened to a recording about experiences at work
- revised how to use the present perfect simple/continuous

## Now you have...

- revised vocabulary to describe work relationships
- revised present perfect simple/continuous
- discussed your own skills and talents in your job



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# Lesson materials

## Make sure you

- **download the \*.pdf from Booking history**
- **save the Zoom Chat**



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# How can you make more progress?

## Complete/review your online activities.

Meeting colleagues outside work



Chatting about work with colleagues



Reflecting on a project



A new initiative



A professional profile



## Practise how to write a professional profile with this exercise

<https://learnenglish.britishcouncil.org/skills/writing/b1-writing/professional-profile>

# After-class speaking session

## Get to know your classmates better

- What job do you do?
- What do you like best about it?
- Share challenges you face in your job.
- What do you do when you're not busy working?

## Reflect together on the lesson

- What did you learn from today's live class?
- What did you learn from the online activities?
- What did you need more practice with?

## Share ideas from your Weekly Worksheet

- Share your sentences from Topic Focus. (activity 4)
- Ask questions you wrote in Reflection. (activity 5)
- Learn smarter, not harder. Share your favourite tips and tricks for practising English. (e.g. how you learn new vocabulary)

### Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on and participate
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot stay back

### Don'ts

- ✗ Don't take pictures or record
- ✗ Don't share personal details
- ✗ Don't let your children be visible onscreen