

PART 1. Take turns in answering the following.

What do you need to do if...

- you cut your finger preparing food?
- a neighbor's dog is growling at you?

PART 2.

# Get 'Up to Speed' on Professional Training Vocabulary

## Exercise 1

### Warm-up

Have a short conversation based on the questions below.

1. When was the last time you tried learning a new skill?
2. What's the best career advice you've ever been given?

## Exercise 2

### Vocabulary

#### 1. professional

Adjective

prəˈfeʃənəl

relating to work that requires special skills or education

My manager supports my **professional** growth.

#### 2. experienced

Adjective

ɪkˈspɪəriənst

having a lot of knowledge or skill in a particular field, subject, etc.  
The company is run by an **experienced** management team.

### 3.sharpen

Verb

**'ʃɑ:rpən**

to make something sharp or sharper

He **sharpened** his pencil before he started drawing.

### 4.advise

Verb

**əd 'vaɪz**

to offer suggestions about what should be done in a particular situation

My doctor **advised** me to eat more vegetables.

### 5.develop

Verb

**dɪ 'vɛləp**

to grow, improve, increase, etc.

The course is designed to help students **develop** their critical thinking skills.

## Exercise 3

# Reading Practice

## Get 'Up to Speed' on Professional Training Vocabulary

Whether you're starting your career or want to get better at the job you've done for years, you should never stop learning. Here are some words and phrases used to talk about professional training and education.

Changing technology means that even experienced workers sometimes have to learn new things. Getting extra training for a job is called "**upskilling**." Businesses might give this training to their workers, but you can also **upskill** yourself — by taking an online course, for example.

Doing some extra training might not give you a new skill, but could help you "**sharpen**" a skill, or improve one you have already. Either way, extra training will help get you "**up to speed**," meaning it will give you all the information you need to do something well.

Upskilling is different from "**retraining**," which means learning how to do a totally new job — maybe even in a different industry.

Some people start their careers as "**apprentices**," learning how to do a job by working for a person or company that teaches them.

An apprentice won't be paid as much as an **experienced** person, but at least they usually don't work for free. An "**intern**" also learns by working, but often won't be paid at all.

Another way to learn while you work is to find a "**mentor**" in the office. This is someone who is more experienced than you and can **advise**, teach and help you as you **develop** your skills.

## Exercise 4

### Fill in the Blanks

Fill in the blanks to complete the sentences.

1. My fiancée quit her job as a teacher and    for a career in IT.
2. After finishing high school, Sean became a plumbing .
3. She started as an    five years ago and is now head of marketing.
4. It takes me a couple of days to get    with everything at work when I get back from vacation.
5. Our business offers a number of training and    programs for staff.
6. All new staff are matched with an experienced    who is available to provide them with support and advice.

## Exercise 5

# Discussion

Have a discussion based on the following questions.

1. Which of the words and expressions in the article did you find interesting?
2. Which of your skills would you like to sharpen? Why?
3. Have you ever thought about retraining? If so, which job or industry would you like to retrain for?
4. Do you know anyone who has worked as an apprentice or intern?
5. Who would you say is the most skilled person at your place of work?
6. In your opinion, what are the most important skills in today's job market? Why do you think so?
7. Are there any new skills you'd like to learn in the future?