



# Giving Advice to Your Co-Worker

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

**Carol:** James, what's wrong? You seem upset.

**James:** It's the second time I lost the chance to be promoted. And to be honest, I don't know what I am doing wrong! I've completed all of my tasks successfully and on time!

**Carol:** I am sorry to hear that. But you know, sometimes, work is more than just completing your tasks. You need to show some initiative and have vision! If I were you, I would try to come up with some new ideas and methods and present them to the boss. They may not always be worth implementing, but it'll show you are doing more than just what you're told.

**James:** You may be right. It can also show that I can work independently and responsibly, and those are important qualities.

**Carol:** Exactly. You need to learn the ropes quickly. Try to learn from your superiors, or leaders in other departments.



**James:** I'll try to do all that. Thanks for the pointers, Carol!

**Carol:** You're welcome. And here's one last piece of advice: be confident! You can do it!

**Check your understanding:**

1. What was troubling James?
2. Does James understand why he was not promoted?
3. What advice did Carol give him?



## Exercise 2 – Learning

### Useful Expressions

- You should/need to/have to...
- If I were you, I would...
- Be more confident!
- You might want to consider...
- It might be a good idea to...
- You could also try...
- It helps if you...
- It's easier if you...
- Just try not to...
- Thanks for the pointers/heads-up.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You work in a currency trading company. You have a new co-worker who is trying to learn the ropes. Help him out by giving him some advice. Your teacher will act as your new colleague.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever had to give advice to a co-worker? How did it go?
2. Do you think it's better to ask for advice and tips than to find things out for yourself? Why?
3. What kind of advice would you give to someone who just started working at your company?