

4. Negotiate to resolve conflict

Performance: The way in which you do or execute something. It can be in a positive way or a negative way.

Express purpose, reason, or contrast

Use words such as “in order to” to express a purpose, or “because” to state a reason. Use words like “although” to express an exception or a contrast. These words can be used with a clause, a phrase, or an infinitive.

In order to: Phrase used to indicate how to achieve a purpose, or how to reach an objective

Because: Justification of a series of facts

Although: Word that expresses a condition that will not satisfy a specific scenario

Despite: It means “regardless of”

Regardless of: Even with the fact that...

So that: With the expectation of something...

Exercise: Identify all the words that express purpose, reason, or contrast

I am writing **in order to** express my interest in the recently posted management position. I feel I am qualified for this position **because of** my strong collaboration and communication skills.

I understand management positions normally require a college degree. **Although** I do not have a degree yet, I will finish my bachelor's degree in business in December. **Because** my supervisor identified my leadership potential, I have been invited to participate in several leadership training opportunities. **Despite** my busy school and work schedules, I have taken advantage of every training opportunity.

I want to learn as much as possible **so that** I can develop my skills and grow professionally. I hope to have the opportunity to use my skills to contribute to your company's success. Thank you for your consideration.

Examples of this special words for indicating purpose, contrast and reason

1. I graduated from the university **in order to** have job opportunities.
2. I constantly bother Fester **because of** his lack of interest in English
3. **Although** Sofi studies chemistry, she won't work in a chemical lab.
4. **Despite** my hatred to cannibalism, I try to understand people with this condition
5. **Regardless of** Fatima's presence, I still teach with eagerness
6. I try to explain in English, **so that** you get used to the language without translating it in your minds
7. **In spite of** my sickness, I like to keep a smile
8. **Since** Pablo is so dark, I proceed to take him into account for examples

Synonyms:

In order to = so as to

Despite = in spite of

Although = even though

Because of = due to

Because = since

Structure

Purpose
<i>I am writing (in order) to express my interest in the management position.</i>
<i>I want to learn as much as possible so that I can develop my skills.</i>
Reason
<i>I participated in leadership training because my supervisor recommended it.</i>
<i>I feel I am qualified for the position because of my background and education.</i>
Contrast
<i>Although I don't have a degree yet, I expect to graduate soon.</i>
<i>Despite my busy schedule, I have attended every training opportunity.</i>
<ul style="list-style-type: none">• <i>In order to</i> can be shortened to just the infinitive (to + verb).• These words have the same meaning:<ul style="list-style-type: none">• <i>because</i> and <i>since</i>• <i>because of</i> and <i>due to</i>• <i>although</i>, <i>even though</i>, and <i>though</i>• <i>In order to</i>, <i>because</i>, <i>because of</i>, <i>due to</i>, <i>although</i>, <i>even though</i>, and <i>though</i> can go at the beginning or in the middle of the sentence. <i>So that</i> can only go in the middle of the sentence.

Exercise

Select the correct option

- | | |
|--|---------------|
| _____ 1. <i>even though / although / because / so that</i> + _____ | a. phrase |
| _____ 2. <i>despite / because of / due to</i> + _____ | b. infinitive |
| _____ 3. <i>in order</i> + _____ | c. clause |

1. c
2. a
3. b

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Exercise: Read the first sentence. Check the sentence that has the same meaning

1. I didn't get a promotion although I was qualified for it.
☐ I didn't get the promotion because I was qualified for it.
☐ I was qualified for the promotion, but I didn't get it.
2. Due to her strong collaboration skills, Jessie was promoted to team leader.
☐ She was promoted because she has good collaboration skills.
☐ Despite her strong collaboration skills, she was promoted.
3. In order to be considered for a promotion, you need to submit a letter and an application.
☐ You need to submit an application so that you will be considered for a promotion.
☐ You will be considered for a promotion even though you submitted an application.
4. Harold was not promoted to manager because of his poor communication skills.
☐ Even though he has poor communication skills, Harold was not promoted.
☐ Since he has poor communication skills, Harold was not promoted.

1. Second box
2. First box
3. First box
4. Second box



What to Do at Work

Real-life workplace questions and answers

Dear Wanda,

- 1 One of my co-workers recently left his job. My manager is not planning to fill his role. I've taken on many of his former responsibilities. I am struggling to keep up with my work. I have worked late into the night many times these past few weeks. I want to talk to my manager. I want to tell her that I am overwhelmed, but I don't want her to think I'm complaining. What should I do?

5 Daniel

Dear Daniel,

- 10 My first suggestion for you is don't beat yourself up! It's common for workers to struggle with this problem, and you're not complaining. Your concerns are **valid**. It sounds like you have too much on your plate, and that's OK. However, you need to let your manager know what's going on immediately. She won't know how busy you are until you tell her! Find time on her calendar as soon you can.

When you go to the meeting, make sure to follow one of my **fundamental** rules for the workplace. Don't come to your manager with a dilemma if you haven't identified a possible solution. Could your manager give some of your old colleague's responsibilities to your other teammates? Could she help you prioritize your projects?

A few tips for the meeting:

- 15
- Be relaxed, confident, and professional. Your manager won't think you're complaining if you come to the meeting with a positive attitude.
 - Bring a list of your responsibilities so that you can go over it together.
 - Follow up on anything you decide in the meeting as quickly as possible. This will show your manager you are eager to find a solution that works.
- 20 In the future, when you are overwhelmed, speak up as early as possible. Your manager is not a mind reader and may not notice you are too busy or working late unless you tell her.

Dear Wanda,

- One of my co-workers is always late, and it's driving me crazy! He gets to work 20 minutes later than the rest of us every morning. He takes longer lunches than the rest of us, too. He's also often late to meetings. I don't know him very well, so I don't feel comfortable confronting him. What should I do?

Tina

Dear Tina,

- 30 This is a very common issue in the workplace. Everyone manages time differently, and some people simply don't manage their time well. It doesn't make them bad people. However, it does mean they need feedback on their **conduct** so they can improve. Talk to your manager about your co-worker. See what your manager says. Be sure to respect the office **hierarchy**. It's always best to involve your manager at the start. That way your manager can handle the situation, and you don't have to get involved.

- Now about the meetings—if your co-worker is late, start without him. He'll feel awkward coming into a meeting that is already in progress. If his presence is crucial to the meeting, and he is more than ten minutes late, cancel the meeting.
- 35 When he shows up to an empty room and realizes everyone left because of his tardiness, maybe he'll take the hint.

Reading comprehension

IDENTIFY MAIN IDEAS. Choose the main idea of the article. Find the two sentences that support the main idea.

- a. When you have a dilemma at work, notify your manager as quickly as possible.
 - b. When you have a problem with a co-worker, confront him or her immediately.
 - c. Experiencing problems with a co-worker is very common, so don't feel like it's your fault.
-

"C"

Are the statements true or false?

- 1. Daniel feels overwhelmed because he has taken on a former co-worker's responsibilities.
- 2. Wanda tells Daniel to set up a meeting with his manager after finishing his projects.
- 3. Tina is frustrated because her co-worker never invites her to meetings.
- 4. Wanda tells Tina that it is normal to have co-workers who don't manage time well.

- 1. True
- 2. False
- 3. False
- 4. True

Linger — I lingered more time in the restaurant after I ate

Scope – La mira de un binocular

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Make polite requests with Would you mind

Subtle = gentle

Exercise: Identify all the polite requests. Identify all the responses

A: Would you mind if I left early tomorrow?

B: No, not at all.

A: Great! I was supposed to close the office.
Would you mind closing for me?

B: That's not going to work. I can't work late tomorrow because I have class. I've already covered for you twice this month. Would you mind not asking me to cover your shift every week?

A: I'm really sorry. I have a meeting at my son's school tomorrow. I don't know what to do.

B: Why don't you ask Jim? He wants to work more hours this week. He can probably cover your shift.

A: I don't know him very well. Would you mind asking him for me?

B: No, that's fine. I'll text him right now. I'll make it a group text and include you.

A: Thanks! I really appreciate your help.

Would you mind if I...? means the person speaking wants to do something.

Would you mind + verb + -ing...? means the person speaking wants you to do something.

Polite Requests	Typical Responses
Would you mind if I left early?	No, not at all. / No, that would be fine. / No problem.
Would you mind if we changed the schedule?	
Would you mind if I didn't attend the meeting today?	
Would you mind closing the office?	Sure. / OK.
Would you mind not eating at your desk?	

- *Would you mind* means, "Would it bother you?"
- If the listener agrees to a request that starts with *Would you mind*, the response is often negative. That negative response means, "No, it wouldn't bother me."
- In informal situations, the listener can also express agreement by simply saying, "Sure" or "OK."
- In informal English, sometimes the simple present instead of the simple past is used in *Would you mind if...?*. Sometimes the expression is even shortened to *Mind if...?*
 - **Formal:** *Would you mind if I sat here?*
 - **Informal:** *Would you mind if I sit here? / Mind if I sit here?*

COMPLETE. Complete the sentences with *if I + the past tense* or the *-ing* form of the verb.

1. (*throw*) The refrigerator in the staff room is full of old food and starting to smell bad. Would you mind _____ out any food that you don't want anymore?
2. (*borrow*) I can't find my stapler. Would you mind _____ yours?
3. (*remove*) I've gotten a dozen emails about the sales meeting, but I don't work in sales. Would you mind _____ my name from the email list?
4. (*give*) I'm applying for a new job, and they've asked me for three references. Would you mind _____ them your name and phone number as a reference?
5. (*not work*) I need to go to my niece's graduation next Saturday, and I'm moving to a new apartment on Sunday. Would you mind _____ next weekend?

1. throwing
2. If I borrowed
3. removing
4. If I gave
5. If I didn't work

Note: After analyzing the statement, there are two possibilities.

- 1) If the person asking performs the action, use "If + I + verb in past tense"
- 2) If the person who DOESN'T ask performs the actions, use "verb in base form + ing".

(shrink) I am checking the financial balance of the company. There is way too much money for fuel consumption. Would you mind _____SHRINKING_____ expenses for gasoline and diesel?