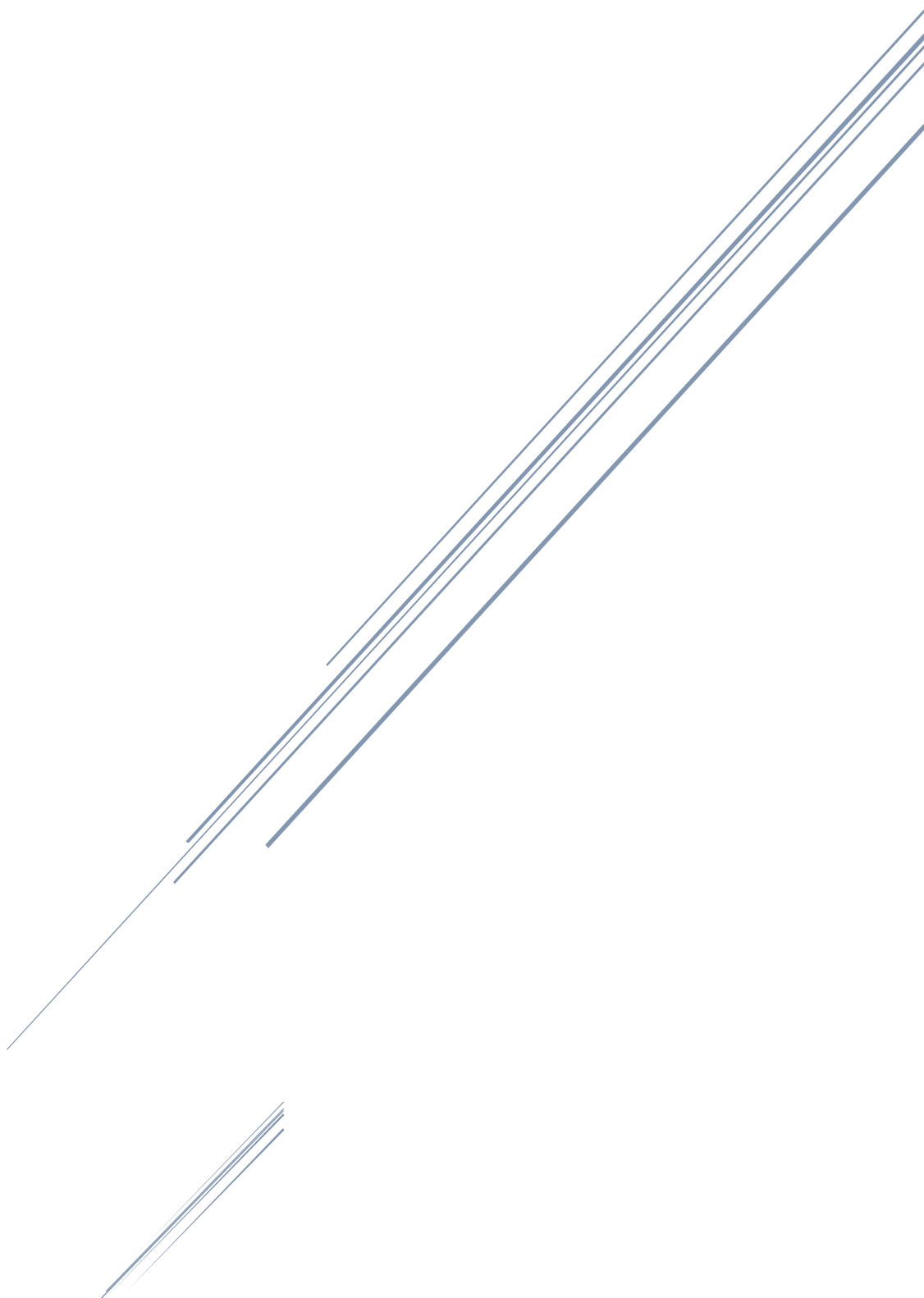


LANGUAGE FOR THE WORKPLACE

SESSION 14

TOPICS

- Plans and prospects
- Discussing situations at work
- Looking back



Input 14.1A**Will be doing and Will have done**

These are sentences about the future. Put the words in brackets in the correct form and fill in the blanks.

1. Don't call me between 7 and 8, [] breakfast with the boss. (I/have)
2. Phone me after 8 a.m. [] by then. (I/finish)
3. I meet my team every day between 3:30 and 4:00 pm. So, at 3:45 p.m.
[] to my team. (I/ speak)
4. Can we meet tomorrow? Yes, but not in the afternoon, []. (I/work)
5. Do you think [] the same job in ten years' time? (you/still/do)
6. Bella has gone to Europe and is spending her travel allowance too quickly. If she continues likes this, [] all her money before the end of the trip.
(she/spend)
7. 6 p.m. is too late to ask for an interview. The Human resources team []
home by then. (go)

Input 14.1B**My To Do list**

Things to do this week:

- 1.
- 2.
- 3.

Things to do this month:

- 1.
- 2.
- 3.

Things to do by 2025:

- 1.
- 2.
- 3.

Input 14.1C**What will I have achieved**

All of us have hopes and dreams. What do you think your future will be like?

Write a short article between 100 and 150 words about what you think you will be doing and what you will have done when you are 45 years old.

Input 14.2A**Writing practice using linking words**

Exercise 1: Complete the sentences with although / in spite of / because / because of

1. _____ it rained a lot; we enjoyed our college trip.
2. a. _____ all my careful plans, a lot of things went wrong during the presentation.
b. _____ I had planned everything carefully, a lot of things went wrong during the presentation.
3. a. Sneha went home early _____ she was feeling unwell.
b. Sneha went to work the next day _____ she was still feeling unwell.
4. a. Ratish accepted the job _____ the salary, which was very high.
b. Ratish accepted the job _____ the salary, which was quite low.
5. a. I managed to finish the recording _____ there was a lot of noise
b. I couldn't finish the recording _____ the noise.

Exercise 2: Link the two sentences and make it one sentence. Use the linking word in brackets.

1. Satish worked hard. He was very tired. (despite)
2. They are paid very low wages. They are satisfied. (in spite of)
3. My foot was injured. I managed to walk home after classes today. (although)
4. I enjoyed the film. The story was silly. (in spite of)
5. Vishnu and I work in the same building. We rarely see each other. (Though)
6. Mr. Singhal got annoyed with Kartik. He was only a few minutes late for the meeting (even though)

Exercise 3: Use your own ideas to complete these sentences.

1. Advait completed the online training program although ...
2. Advait completed the online training program because ...
3. Though Misha didn't come to the freshers' party ...
4. Misha didn't come to the freshers' party in spite of ...

Input 14.2A**Answer key****Exercise 1**

1. Although
2. a. In spite of
b. Although
3. a. because
b. although
4. a. because of
b. in spite of
5. a. although
b. because of

Exercise 2 (alternatives answers are possible)

1. Despite being tired, Satish worked hard
2. In spite of the low wages, they are satisfied.
3. Although my foot was injured, I managed to walk home after classes today.
4. In spite of the silly story, I enjoyed the film.
5. Though Vishnu and I work in the same building, we rarely see each other.
6. Even though Kartik was only a few minutes late for the meeting, Mr. Singhal got annoyed with him.

Exercise 3 (example answers)

1. Advait completed the online training program although he was in the middle of his term exams.
2. Advait completed the online training program because he was interested in it.
3. Though Misha didn't come to the freshers' party, I had a great time.
4. Misha didn't come to the freshers' party in spite of my reminder.

Input 14.2B**Language summary**

I worked hard, **but** I didn't pass the test.

Although I worked hard, I didn't pass the test.

Despite my hard work, I didn't pass the test.

In spite of my hard work, I didn't pass the test.

Even though I worked hard, I didn't pass the test.

Input 14.2C**The Bosses Speak**

John Stuart has written a book called 'The Bosses Speak'. The following is a review of the book. Read the article and write six different sentences using ideas from the article using these linking words: *Though, because, even though, in spite of, despite, although*

The Bosses Speak

John Stuart is an executive recruitment specialist who has turned to writing. The result is this book, based on interviews with twenty Chief Executives.

Each top manager – none of them famous names, surprisingly – is given a short chapter, and there is some introductory material and a conclusion. This means you can jump from one person to another, in any order, which is good for people who are too busy to read a book from cover to cover. For a management book it isn't expensive, although whether it's good value for money is doubtful.

Some of the twenty interviewees started their own businesses, while others joined a company and worked their way up. Some are fairly new in their position, and others have had years of experience, though, strangely, Stuart doesn't seem interested in these differences. The interviewees work in everything, from retailing to airlines to software, and it is this variety that forms the main theme of Stuart's book.

I have to say that Stuart's approach annoys me. He rarely stays at a distance from his interviewees, who are mostly presented in their own, positive words. If this were always the case, at least you would know where you were. But he seems to dislike certain interviewees. As a result, I don't know whether to accept any of his opinions.

It also means that the book gives no clear lessons. At the very least, I expected to learn what makes a successful Chief Executive. But these people seem to share two types of qualities. Some of them are very common, suggesting that anyone can be equally successful, which is definitely not the case. And the other qualities are ones which most successful bosses I've seen definitely do not have. So in the end I'm no wiser about what really goes on.

Perhaps I'm being unfair. As long as you don't think about whether you'd like them as friends, and pay no attention to most of the advice they give, the most readable parts are where the bosses describe their route to their present position. Stuart seems to think that his book would be useful for people aiming for the top, and that it might even make a few want to start their own company; but, in fact, what they could learn here is very limited. Seen as light business reading for a doctor or teacher, though, this book would provide some good entertainment.

From: Cambridge Business Preliminary Sample Paper 2020

Write your sentences here:

e.g. The book has interviews with 20 chief executives, although none of them are famous.

1. _____
2. _____
3. _____
4. _____
5. _____

Input 14.3A**Writing practice**

Exercise 1 Put the words in brackets in the correct form and completed the sentence, e.g. I didn't meet Prateek at the conference. If **I had seen him** (I see), **I would have said** (I say) hello.

1. I wanted to send you an email, but I didn't have your email address. If _____ (I/have) your email address I _____ (send/you) the invitation.
2. Hassan says his trip to London was just ok. _____ (he/enjoy) it more if the weather had been (be) better.
3. I'm glad you reminded me about the sales meeting today. I _____ (I/forget) about it if _____ (you/not/ tell) me.
4. Arti got to the airport too late to board the plane. If _____ (she/not/ miss) the flight, _____ (she/attend) the interview.
5. Arman went to a party last night and did a bad job with the assignment. If Arman _____ (go) to the party last night, _____ (he/write) a good essay.

Exercise 2 Write a paragraph of 5-6 sentences beginning with the prompts below:

- a. If I had known that

- b. If I had studied

Input 14.3B**Influences**

1. What do you think has been the most important invention of the last 50 years? What would have been different if this had never been invented?
2. What is the best piece of advice you have ever received? How might your life be different if you had never received this advice?
3. What might the world be like now if the internet had never been invented?
4. If you hadn't learned English, how would your life be different?
5. If you had been offered a high-paying, full-time job right after school, would you have dropped out of college to take the job?