

## Learn**English** Select Upper Intermediate

### 1.4 Discussing work issues

#### Useful language

**Encouraging another speaker**

What makes you say that?  
Tell me more.  
What do you mean, exactly?  
How do you mean?  
Do go on.  
Give me an example ...  
Carry on.  
In what way?

**Word building**

motivation  
motivated  
demotivated  
punctuality  
punctual  
responsibility  
responsible  
irresponsible  
decision  
decisive  
indecisive  
profession  
professional  
unprofessional

**Idioms**

to put in the hours  
to say something off the record  
no news is good news  
to flag something up  
to be on the right track  
to have a word with someone

#### Check my progress

**Are these statements true for you? If not, go back and do some activities from the unit again.**

	Yes	No
I can compare work practices.	<input type="checkbox"/>	<input type="checkbox"/>
I can explain a work-related problem.	<input type="checkbox"/>	<input type="checkbox"/>
I can give advice on a work-related problem.	<input type="checkbox"/>	<input type="checkbox"/>