

Developing your career

Without continual growth and progress, such words as improvement, achievement, and success have no meaning.



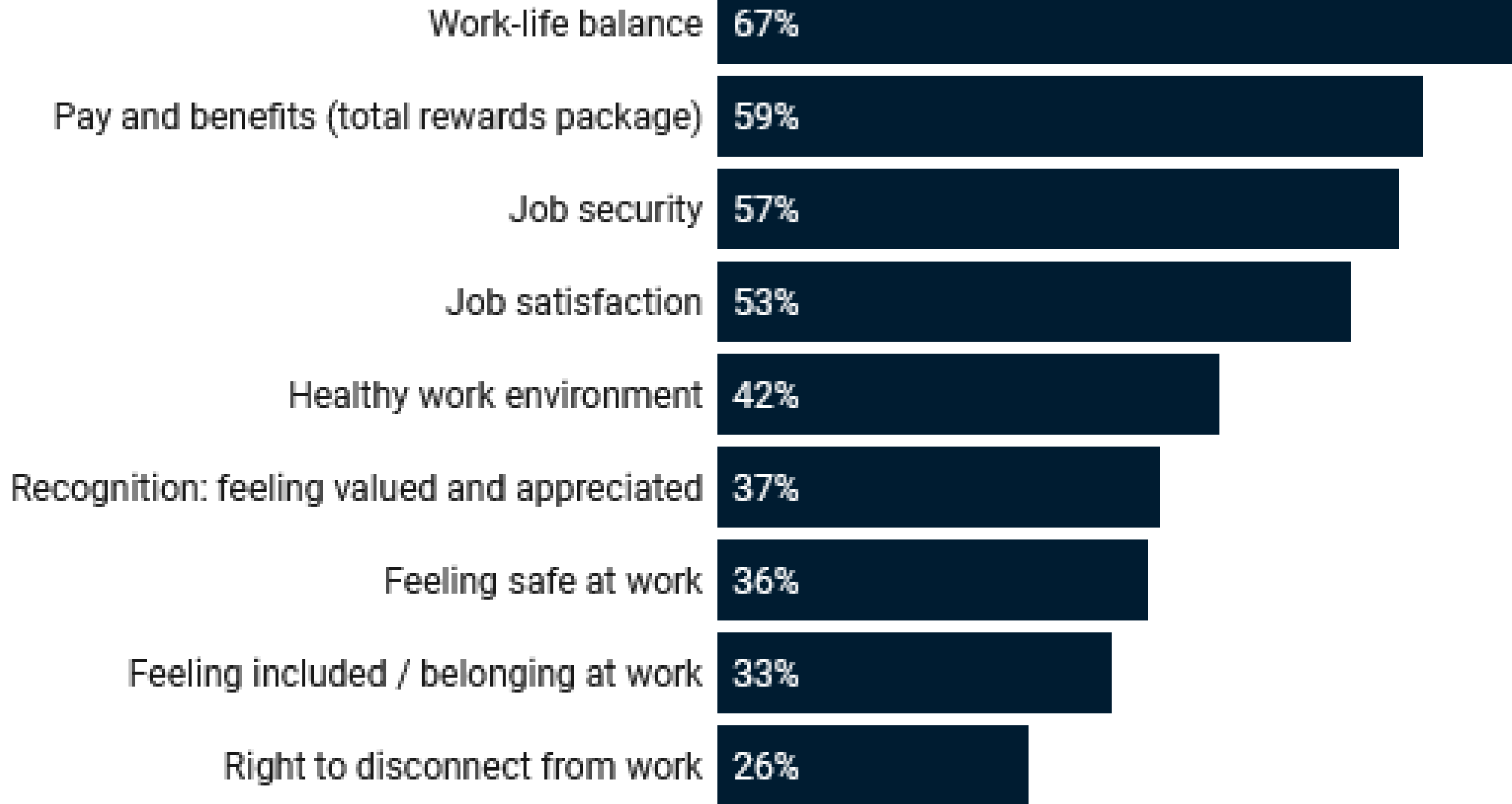


What is important at work?

- Empowerment
- Recognizing merit
- Specific training
- Career progression
- Job security / insecurity
- Clear career path
- Imagination & creativity
- Support / lack of support
- People skills
- Obstacles / constraints
- other?

The most important aspects of a job

All respondents





Promotion opportunities / career progression

25%

Job autonomy

24%

Clear goals and targets

23%

Correct tools for the job

20%

Job purpose and variety

20%

Learning & development initiatives

18%

Social connection

18%

Team-oriented culture

17%

Transparent leadership

15%

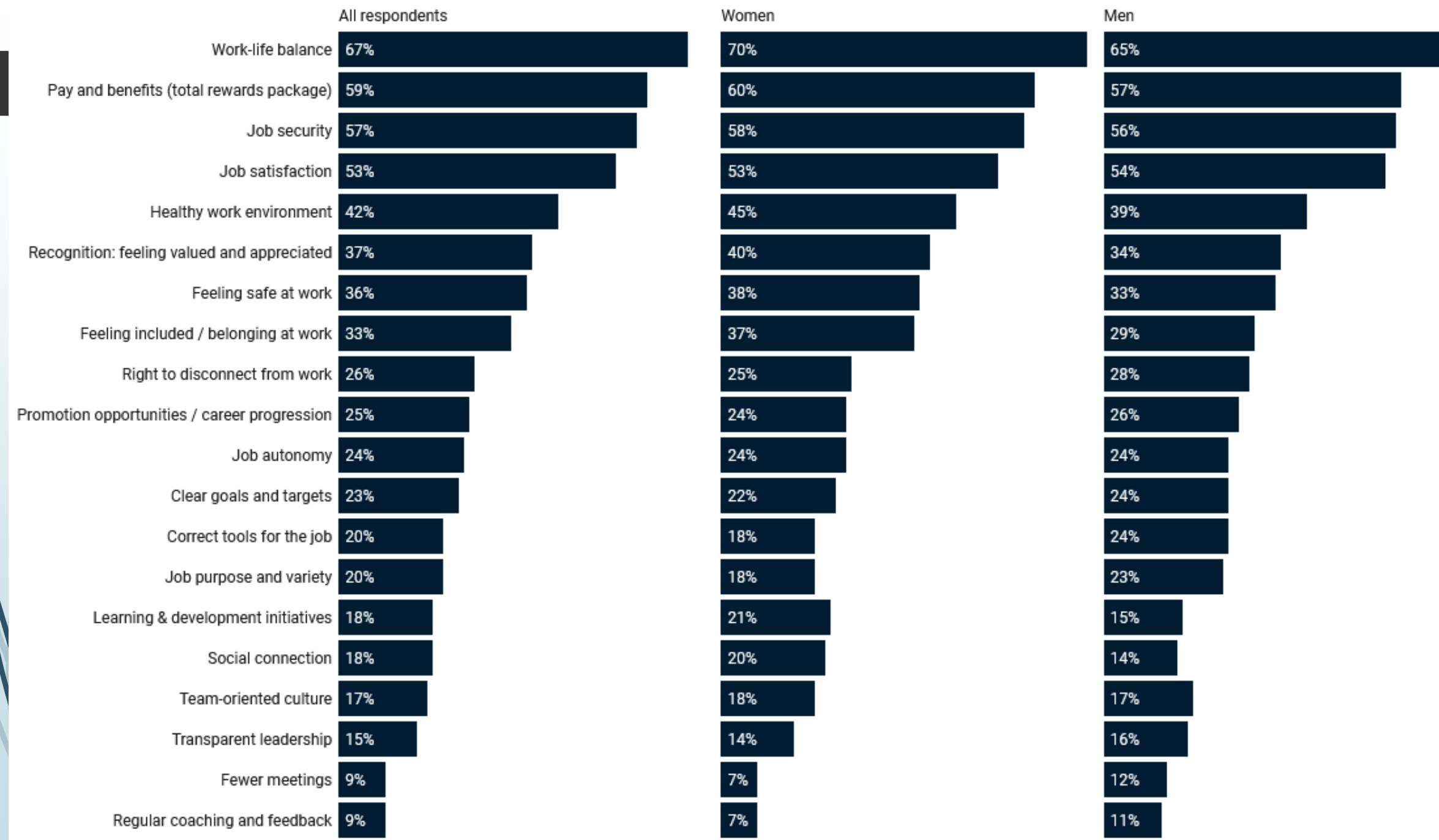
Fewer meetings

9%

Regular coaching and feedback

9%

The most important aspects of a job





„Top tips...” - reading

- Read the text (for general understanding).
- Match the headings with the correct paragraphs (ex. 3).
- Read the text again and check the meanings of any unknown words in pairs.

Ready for vocabulary work?

Paragraph matching

Scan reading

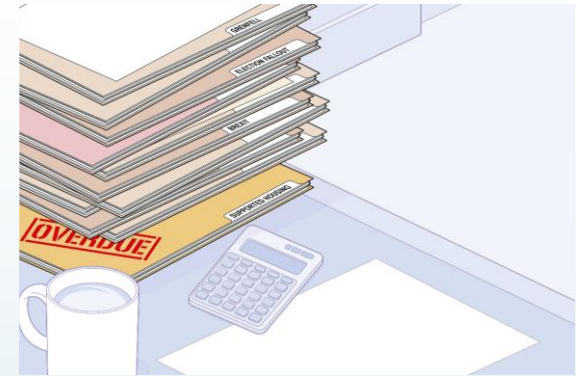
3 Read the whole article quickly. Match the headings below with the correct paragraphs.

- a) Dress up not down
- b) Get yourself noticed
- c) Remember that less is more
- d) Steer well clear of all meetings
- e) Manage without bosses
- f) Be nice to PAs
- g) Ignore all emails
- h) Learn to recycle reports
- i) Treat appraisals as auditions for pantomime

Paragraph 1 & 2

Find:

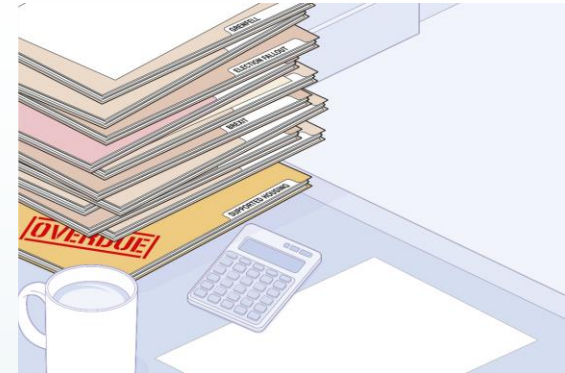
1. be successful and do better than other people in a job or work
2. opposite of **visible**
3. noun connected with a **volunteer**
4. start or begin to have an effect
5. work really hard with no time to rest
6. opposite of **answered**
7. new or unusual in a way that may shock people
8. opposite of **relevant**
9. wanting to kill yourself



Paragraph 1 & 2

Answers:

1. **get ahead in business**
2. **invisible**
3. **volunteering**
4. **kick in**
5. **slave away**
6. **unanswered**
7. **daring**
8. **irrelevant**
9. **suicidal**



sink to the bottom of the pile



a post room

Paragraph 3 & 4



Find:

1. stupid or careless mistakes
2. a sudden failure or decrease
3. damage, make not as good as it should be
4. make sb seem very different from or better than other similar people
5. connected with business

Paragraph 3 & 4



a high street bank



dress-down Fridays



rivets

Answers:

1. foul-ups
2. a collapse of (communism)
3. impair
4. mark out
5. businesslike



a welder



an undertaker

Paragraph 5 & 6

Find:

1. statement / judgement about sb
2. a method of doing something or dealing with a problem
3. spoiling by stupid mistake
4. move away because you are afraid
5. praise / crawl
6. flattery that is obedient
7. noun from **annoy**



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Overview
Rocket boosters on your Jetpack are designed for thrust without the ups and downs of other systems. Coupled with the millisecond accuracy of timing and telemetry of the navigation system, the rocket boosters create a smooth, touch-sensitive acceleration that feels at once sage and exhilarating. Learn more about its features and unlock your own thrust-potential.

4 Combined 620 Horsepower, SF hydro-boosters
4 Combined 620 Horsepower, SF hydro-boosters

What are the benefits of this feature?
Mid-mounted and custom-fitted to your center of gravity, the boosters work in four-part harmony to adjust your pitch and yaw along with the forward acceleration. Coupled with DONNIE accelerometer you can reach speeds of upto 230MPH going 0-60 in 2.1 seconds and a maximum altitude of 6,200 feet.

When to use this feature?
Boosters are designed for optimum acceleration and deceleration. Use them wisely.

ACME is a worldwide leader of many manufactured goods. From its humble beginnings producing carts and Bicycles to toy collections to its leading in the American Southwest supplying a certain type of Premium Ultrasonic Speakers to Boston residents, ACME has set the standard for excellence.

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Paragraph 5 & 6

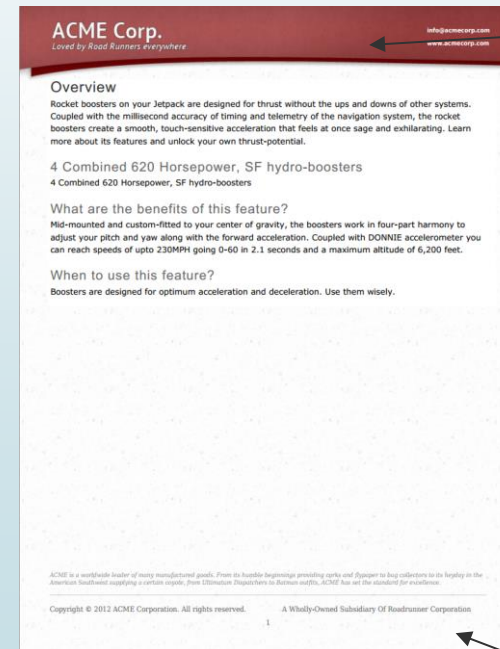
Answers:

1. an appraisal
2. approach (to)
3. cock-ups
4. cringe
5. grovel
6. sycophancy
7. annoyance

cringing apology ≠ grovelling
sycophancy



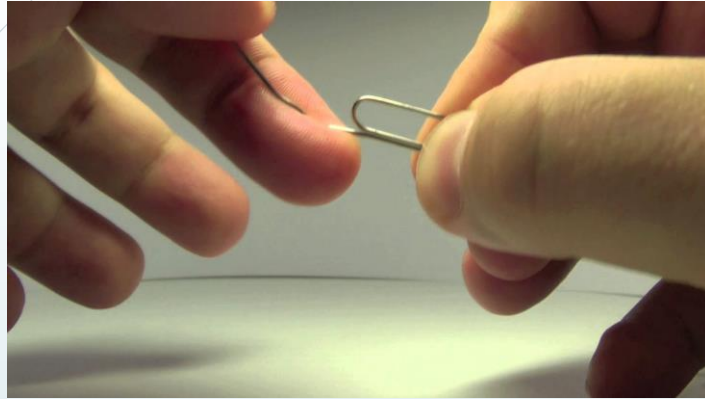
a cone



a header

a footer

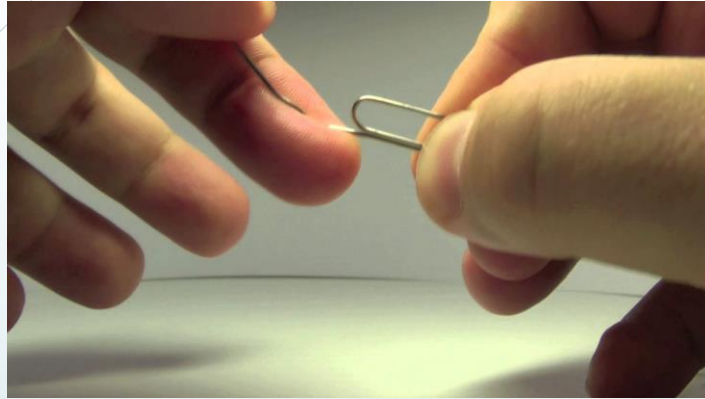
Paragraph 7 & 8



Find:

1. lucky
2. adj from **meaning**
3. talk or writing in many words about without any real meaning
4. noun/adj from **execute**
5. not moving
6. remain useless
7. opposite of **evitable**

Paragraph 7 & 8



straightening paperclips



Answers:

1. **jammy**
2. **meaningless (-ful)**
3. **waffle**
4. **executive**
5. **inert**
6. **sit like a lemon**
7. **inevitable**

PA (Personal Assistant)

Paragraph 9

Find:

1. opposite of **necessary**
2. very firmly or closely
3. a happy and carefree way of behaviour (unrestrained impulsiveness)

Anything else?



Paragraph 9

Answers:

1. unnecessary
2. tightly
3. gay abandon



Anything else?



What helps at work? - listening

Vocabulary:

- 
- | | |
|------------------------|----------------|
| 1. scratch a few backs | 1. sympathetic |
| 2. befriend | 2. humanly |
| 3. office politics | 3. accomplish |
| 4. mind share | 4. assignments |
| 5. workloads | 5. limitations |
| 6. unbearable | |

Make notes while listening

Promotion	Relationships with your boss	Work-life balance

Compare in pairs. Listen again and check.

Next time:

- Vocabulary work (Behavioural competencies and setting goals)
- Job interview questions

THANKS a Minion!

