Work & Job.
Working Environment

Business Communication

Main content

Work & Job

Fluency & Coherence

- Avoid repetition (of language or ideas).
- Having to correct yourself too often (because you are not being understood).
- Talk too quickly or slowly.
- Long pauses before answering or between sentences.
- Overusing/ not using/ incorrectly using discourse markers or linking phrases.
- Give answers that are too short.

Fluency & Coherence

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Fluency & Coherence

- **Avoid repetition.**
    - Paraphrase
    - Use pairs of words with similar meaning.
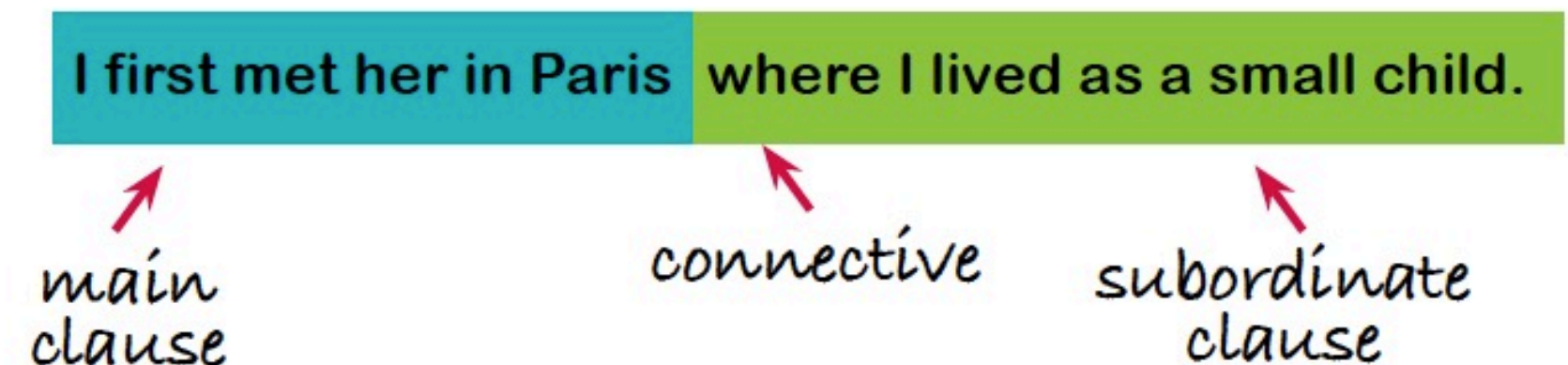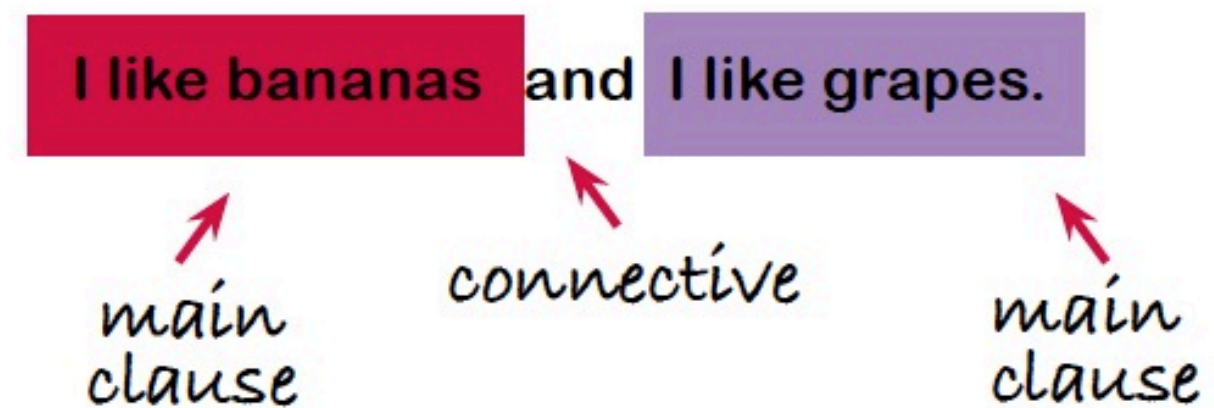   - → A good range of vocabulary.

For example:
- ✓ A lot of people live and work in my city. It's very busy and crowded.

Fluency & Coherence

- Using linking words.
  - Cause – effect
  - Sequencing
  - Adding information
  - Subordinate clauses
  → Good grammatical range

SUBORDINATE CLAUSES

I like bananas **and** I like grapes.

main clause   connective   main clause

After she picks me up, Mum is taking me to buy shoes.

subordinate clause   comma   main clause

I first met her in Paris where I lived as a small child.

main clause   connective   subordinate clause

SUBORDINATE CLAUSES

- after
- although
- as
- because
- before
- even if
- even though
- if
- in order that
- once
- provided that
- rather than
- since
- so that
- than
- that
- though
- unless
- until
- when
- whenever
- where
- whereas
- who
- whether
- while
- which

Dictionary
for Collocations & Synonyms

- Oxford Leaner's Dictionary
- Cambridge Dictionary
- Thesaurus.com
- Ozdic.com / Freecollocation.com

Work and experiences

Which words would you use to describe your experience of doing jobs in these areas of work:

challenging – tough
fascinating – interesting
exciting – thrilling
complicated – difficult
boring – dull
rewarding – satisfying

emergency services
science (research and development)
farming
entertainment
education
information technology

Example: In my opinion, jobs in emergency services are challenging and demanding, which require a person to be good at problem-solving as their decisions can affect someone's life.

Working Environment

Working environment

Physical environment

Company culture

Working conditions

size
layout
furnishings
equipment
facilities
location

code of conduct
encouragement
development
statement of mission & values

work–life balance
terms of employment
workplace safety
healthy lifestyle

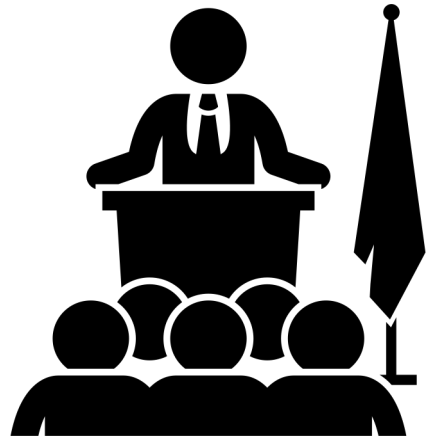# Describing working environment

1. Challenging
2. Friendly
3. Engaging
4. Rewarding
5. Collaborative

6. Flexible
7. Supportive
8. Motivating
9. Professional
10. Comfortable
11. Innovative

Why do you want to work in FPT Software?

Discussion

Discussion

03 participants

=

03 representatives for 03 different companies.

Tasks: **Present 02 pros and 01 cons relating to your company's working environment.**

04 participants

=

04 applicants

Tasks: **Decide which company you want to apply.**

Whichever company has the most applications will be awarded "The company of the year".