

4.2 Vocabulary Careers, personal skills and qualities

Discussion

1 Rank these benefits from the most to the least desirable, in your opinion.

free medical insurance company car luncheon vouchers profit-sharing stock options
sports and social facilities pension plan free accommodation Christmas bonus



Careers and employment

2 Put the events in Josef Gutkind's career in chronological order.

- 1 Before graduating, Josef **applied for** jobs in twenty companies.
- 2 Josef **was offered a position** as a management trainee.
- 3 He **attended a second interview** conducted by a panel of managers.
- 4 He **found a new job**, but **was dismissed** after arguing with his boss.
- 5 Two years later he **was appointed** Logistics Manager.
- 6 He **was short-listed for** a second interview at Wilson Brothers.
- 7 While he **was unemployed** Josef studied for a master's degree.
- 8 When Wilson's got into difficulties, Josef **was made redundant**.
- 9 In his early fifties he **took a sabbatical** to write a book.
- 10 He **retired from business** and now lives in the south of France.
- 11 Thanks to his enhanced CV, Josef **was hired by** a firm of consultants.
- 12 The book was a best-seller, and Josef **resigned from** the firm.

3 Use the expressions in **bold** from the first five sentences above to complete these questions from a job interview. Change the verb form if necessary.

- 1 Could you tell me exactly why you _____ from OQP?
- 2 Was that before or after you _____ Quality Manager?
- 3 After the factory closed, was it difficult to _____?
- 4 Have you _____ jobs in other companies in the area?
- 5 Would you be available to _____ next week?
- 6 How would you feel if we _____ as a product manager?

4 Now correct these sentences from a biography. The words in **bold** have been mixed up.

- 1 Aisha's résumé was impressive; she was **dismissed** without even attending a first interview.
- 2 At the second interview, Aisha did so well that she was **made redundant** on the spot.
- 3 A few years later she wrote her first **novel** while she was **unemployed**; it sold only 400 copies.
- 4 Aisha was an **unconventional** journalist who preferred to work at night; after arriving four hours late for a meeting she was **hired**.
- 5 When the editor in her next job refused to publish a **controversial** article she had written, Aisha immediately offered to **retire** but the editor refused to let her.
- 6 However, when the newspaper was taken over by a larger competitor, Aisha was **short-listed**.
- 7 After difficult times while she was **on sabbatical**, she was finally able to live in comfort when her sixth novel became a best-seller.
- 8 She was 74 when she finally decided to **resign** from writing novels.

Internet research

Search for the keyword *mentoring* to find out how a mentor can help employees with their personal development.

Collocations

5 In each set of five below, match a verb on the left with a noun on the right to make collocations for describing skills and qualities.

- | | |
|------------|-------------------------------|
| 1 take | a) a commitment to |
| 2 make | b) initiative |
| 3 be | c) good working relationships |
| 4 work | d) a good listener |
| 5 build | e) to strict deadlines |
| 6 work | f) a busy workload |
| 7 make | g) ownership |
| 8 manage | h) closely with |
| 9 possess | i) a valuable contribution to |
| 10 take on | j) strong negotiating skills |


6 Use eight of the collocations in 5 to complete the sentences below. Change the verb form if necessary.

- I enjoy taking initiative, and I keep my promises; when I _____ to a project, I always deliver.
- I have a lot of experience in _____ both product development and sales teams, and can adapt to their different working styles.
- I have excellent organizational skills, and I hate being late – so I have no problem with _____.
- I liaise with government officials; fortunately, I _____.
- I'm used to _____; I'm good at multitasking, and coping with pressure is no problem.
- I often _____ of projects with multi-million dollar budgets.
- I believe I can _____ any work group.
- I _____, so I build good working relationships with colleagues.

7 Which two answers in 6 could you give to each of these questions?

- Are you able to take responsibility?
- Are you a good communicator?
- Are you a good time manager?
- Are you a good team worker?

Listening for gist

8  2:03 Listen to an extract from a human resources review meeting. Mark these employees as high-fliers (+) or as concerns (-).

- Rachel Ratcliff
- Paul Stevens
- Michael Diegel
- Shane Garney

Taking notes

9 Listen again. For Rachel, Michael and Shane, take notes for each case on the problem, causes and possible solutions.

	Rachel	Michael	Shane
problem			
causes			
possible solutions			

Discussion

10 In small groups, decide what you would do about Rachel, Michael and Shane.