

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 1–10 with a noun a–j 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 from Exercise 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 Exercise 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 1:45 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 1:45 Listen again. Take notes on the problem, causes and possible solutions for Rachel, Michael and Shane.

	Rachel	Michael	Shane
problem			
causes			
possible solutions			

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controversial
flag (verb)
headhunter
liaise with
multitasking
on the spot
unconventional
wannabe

Discussion

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