

1 Personal development

▶ success at work

▶ career development

Top tips for getting on in the workplace

Life at work is a potential minefield: if your boss isn't out to get you at any opportunity, it will be your colleagues. But don't worry, as there are many things you can do to make your life at work a little easier (and even to get yourself ahead). Aside from such illegal strategies as blackmail and kidnap, a number of less drastic and more legal ones exist. So, next time you are having a hard time at work, try using a few of the tips opposite.

Internet research

Search for the keywords *success at work* to find other tips. Choose the best five to compare with a partner.

1.1 About business Developing your career

Discussion

1 Work with a partner. What advice would you give to a new employee on how to make a good impression and 'get on' in their career? Think about the issues below and agree on five top pieces of advice.

dress meetings colleagues your boss business lunches
conferences dealing with emails/phone calls

2 Read an introduction to an article about getting on at work. What do you think the attitude or stance of the writer of the article is towards the subject matter? Underline words in the text which support your view.

Scan reading

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

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

Reading and discussion

4 Work with a partner. For each paragraph of the article, summarize the point the writer of the article is making about the subject matter. What advice would you give on this topic? Write down your ideas, and compare them with another pair.

Listening for gist

1 1:04–1:06 Listen to three employees talking about what they think helps them get on at work.

- 1 Make notes of the advice they give under the headings below.
 - Promotion
 - Relationships with your boss
 - Work-life balance
- 2 How do their comments compare with the tips in the article?

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dress-down Friday
mind share
office politics

