

Review 1

Personal development

1 Match the beginnings with the appropriate endings to make phrases and collocations related to getting on in the workplace.

- | | |
|---------------------------------|-----------------|
| 1 a potential | a) run |
| 2 steer well | b) initiative |
| 3 take | c) minefield |
| 4 get the credit | d) waffle |
| 5 a stimulating and challenging | e) for it |
| 6 meaningless | f) from scratch |
| 7 tightly | g) clear of |
| 8 learn everything | h) environment |

2 Fill in the spaces with the correct form of the verb in brackets, paying attention to tense, aspect and voice. Make sure you put any adverbs in the right place. One of the verbs is in the infinitive form.

Would everyone who loves meetings please stand up?

Corporate meetings and brainstorming sessions are extremely popular among executives and managers, who (1) _____ (clearly conduct) them for a long time. What is less clear (2) _____ (be) how useful they actually are. If people actually (3) _____ (prepare carefully) for meetings, and if the purpose of each meeting (4) _____ (think through properly), there might be some benefit in having them. The reality, however, is very different: employees (5) _____ (often ask) to attend time-consuming events that they (6) _____ (not think about) much beforehand, and which they (7) _____ (come away) from with little clear idea about what their purpose (8) _____ (be actually). (9) _____ (keep) them short, perhaps all meetings (10) _____ (should hold) with everyone standing up!

3 Match the behavioural competences 1–6 with their definitions a)–f).

- | | |
|-----------------------------------|--------------------------|
| 1 self-development | <input type="checkbox"/> |
| 2 client orientation | <input type="checkbox"/> |
| 3 effective communication | <input type="checkbox"/> |
| 4 analysis | <input type="checkbox"/> |
| 5 flexibility | <input type="checkbox"/> |
| 6 innovation and entrepreneurship | <input type="checkbox"/> |
- the ability to use the appropriate channel, means and style of communication with tact in a variety of situations
 - the ability to create something new (products or services) and to implement these in the marketplace
 - the willingness and ability to give priority to customers, delivering high-quality services which meet their needs
 - the ability to adapt with ease to a variety of situations; it is also about not being disconcerted by the unexpected
 - the ability to find opportunities to develop your skills and attributes through self-study, training, practical application, and/or support from others
 - being able to bring disciplined analytical thinking to data and situations, to see cause and effect and to use this to make effective decisions

4 Complete the sentences using the correct forms of the given words.

- analyst
We need someone to _____ our data. They'll need financial experience and to be good at thinking _____. Our current _____ aren't detailed enough for planning purposes. Have we got that sort of _____ person on our staff?
- communicator
We need somebody who is a naturally _____ person. They'll need to produce better internal _____ within our organization so that our message is conveyed more effectively.
- innovator
We need somebody to think _____ in order to solve our existing problems. We don't want the same old solutions – we need _____ ones. This person will need to be able to _____ independently and then roll them out in waves.

5 Now put each word in the correct column below according to the number of syllables it has and its word stress pattern. One word has two possible stress patterns.

■ ■ ■	■ ■ ■ ■	■ ■ ■ ■ ■
analyst		
■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■

6 Make adjectives from the verbs in the box below and put them into the correct column according to their ending.

adapt assert care cheer confide depend
energize help idealize know observe power
reflect respond sense sympathize trust

-able	-ible	-ive	-ful
-ant	-ent	-worthy	-ic

7 Underline the word in each sentence below which does not collocate with the following noun.

- I believe this applicant is not suitable because of their rather *introverted* / *irritable* / *frustrated* / *unconventional* nature.
- I don't think we should hire that particular candidate – he doesn't have the right *qualifications* / *competencies* / *reputation* / *experience* for the job.