

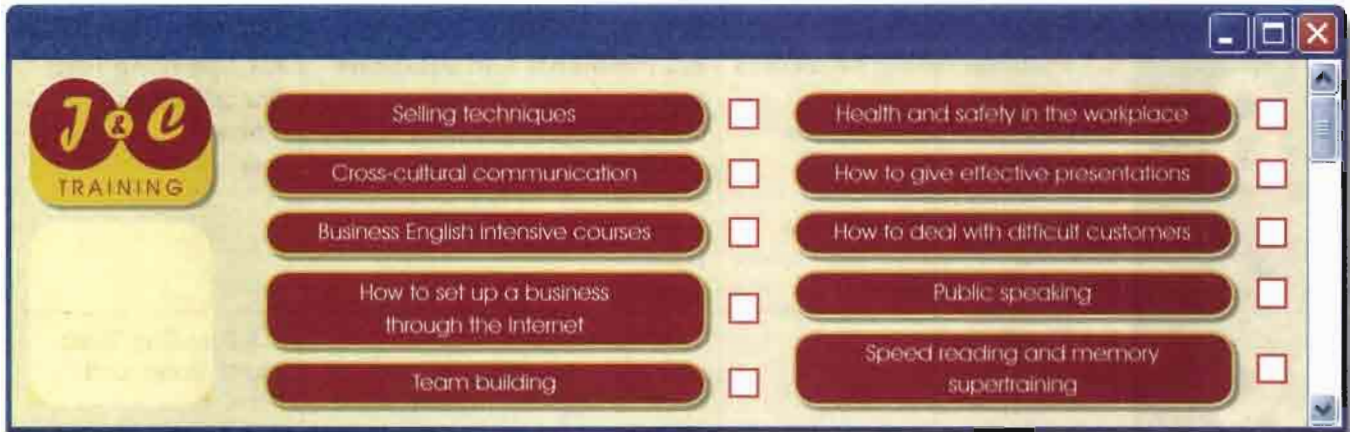
1.1

World of work

READING

Training and workshops

1 J&C Training is a company providing training for other businesses. Look at the courses J&C Training offers and tick the ones that you find interesting. Compare with a partner and explain why the courses interest you.



2 Match the jobs (1-4) with their definitions (A-D).

- | | |
|----------------|---|
| 1 an author | A someone who talks at a public event |
| 2 a speaker | B someone who helps people to improve at a sport, skill or school subject |
| 3 a trainer | C someone who advises people on a particular subject |
| 4 a consultant | D someone who writes books or articles |

3 Read this profile about the owner of J&C and fill the gaps with the jobs in exercise 2.





- about us

J&C is a training consultancy for personal and professional development in the workplace. It is based in Oxford and it is run by Janet Coyte.

Janet is an experienced teacher and (1) _____. She runs courses and workshops for companies and universities. As a (2) _____, she helps business people overcome difficulties. She sometimes gives one-to-one sessions on the phone or via email.

She is the (3) _____ of several books, and she writes articles on public speaking and presentation skills. Janet is also an internationally accredited public (4) _____, and she gives motivational talks around the world. Clients of J&C say that their courses are entertaining, professional and very practical.

4 Read the five sentences from emails sent to J&C Training. Which requests can J&C help with?

- 1 I want to study business English, but I can't travel to Oxford.
- 2 Our university department needs some IT training. Can you help?
- 3 I want to give a speech at my brother's wedding.
- 4 I'd like some help with writing a novel.
- 5 Our company would like some information on team-building weekends.

What does your job involve?


- 5 Five people from different companies are attending a J&C workshop on public speaking. Match their job titles (1-5) with their responsibilities (A-E). Write the correct letter A-E for each job.

Job titles

- 1 chief financial officer (CFO) _____
- 2 management consultant _____
- 3 personal assistant (PA) _____
- 4 quality manager _____
- 5 sales representative (rep) _____

Responsibilities

- A visits customers, leaves samples and supports the customer service department.
- B is responsible for testing new products and deals with customers' complaints.
- C interviews clients and gives them advice.
- D is responsible for the company's accounts, and controls money coming in and going out.
- E organises meetings and deals with correspondence.

- 6  1.1 Listen to the five workshop participants introducing themselves. Complete the badges with the correct job title for each person.

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- 7 Write two sentences which are true for you, using the expressions in exercise 5. Compare with your partner.

I deal with employees' problems.

The present simple

The present simple is used to talk about:

- permanent situations
Q: *What do you do?*
A: *I'm a sales rep. I work for a company that supplies computer software.*
- habits and frequency of activities
Q: *Do you often travel abroad?*
A: *Yes, I go to Italy two or three times a month.*
- timetables (with a time expression)
Q: *When does your train leave?*
A: *It leaves at 14:45.*

1 Complete the sentences with the present simple form of the verbs in brackets.

- 'What _____ your company _____?' (produce)
'It _____ electrical appliances.' (make)
- 'How many people _____ you _____?' (employ)
'We _____ 1,200 employees.' (have)
- '_____ you _____ your goods abroad?' (export)
'Yes, we do. We _____ all over Europe.' (ship)
- 'How often _____ you _____ staff meetings?' (have)
'Once or twice a month. We _____ them every week.' (not hold)
- 'What time _____ the meetings _____?' (start)
'They usually _____ at 11 o'clock.' (begin)
- '_____ Peta _____ you with your work?' (help)
'Yes, she does, but she _____ a lot of time.' (not have)

Adverbs and expressions of frequency

We often use these adverbs of frequency with the present simple:

always usually often sometimes rarely never

Adverbs of frequency usually go:

- before most verbs *She **often** prepares Power Point presentations.*
- after the verb *be* *He **is never** late.*

We also use expressions such as *once a week, twice a month, every Monday, on Thursdays*. These usually go at the end of the sentence.

*We have a staff meeting **every Monday / on Mondays / once a week.***

2 Put the words in the correct order to make sentences.

1 meetings / month / we / every / have / two

2 December / bonus / always / in / gets / a / he

3 rarely / complaints / we / receive / any

4 produce / catalogue / year / every / new / we / a

5 she / schedule / behind / is / never

Work-life balance

- 3** Do you work or study too much? Or do you know how to balance your work with your life? Take this test to find out. Answer the questions by writing a number (0-5).

PERSONALITY QUIZ

HOW OFTEN ...

- 1** do you plan your day's activities?
- 2** do you sleep eight hours a night?
- 3** do you find time to relax during the day?
- 4** are you on time for appointments?
- 5** do you spend more than an hour on lunch?
- 6** do you see your friends at weekends?
- 7** do you do exercise or sports during the week?
- 8** do you read a magazine in the evening?
- 9** do you wake up full of energy in the morning?
- 10** do you laugh in a normal work day?

TOTAL SCORE

0 = never
 1 = seldom / rarely
 2 = occasionally
 3 = frequently / often
 4 = usually / normally
 5 = always

HOW TO INTERPRET THE SCORE:

41-50: Well done! You find it very easy to relax. But be careful – you are so relaxed that you are in danger of disappearing! Maybe you need to wake up and make sure people still know that you are there.

31-40: You find it quite easy to relax. People like being with you, because you are a positive presence.

21-30: You don't find relaxing very easy and life is a bit difficult for you.

11-20: You don't find relaxing easy at all – that's why you struggle so much at home and at work.

10 or below: You're making life hard for yourself – and maybe for the people around you too. Your health may even be suffering. Relax!

Exam Success

In Part Two of the Speaking Test, you will give a short presentation. There are two topics and you have to choose one of them. The heading on the topic sheet is *What is important when ...?*

- 4** Work in pairs.

Student A: Interview your partner using the questionnaire above.

Student B: Give as much information as you can.

A: Do you plan your day's activities?

B: Yes, I usually plan my day's activities the night before. I write appointments in my diary.

A: How often do you see your friends?

B: I see them once a week. We have supper together every Friday night.

- 5** Work in pairs. What things are important in maintaining a work-life balance?