



HR June 7th

Revision .2

VOCABULARY work

Complete the adjectives in the sentences.

- 1 My father is a bus driver, driving the same route every day, but he doesn't find it *monotonous*.
- 2 Ben is working in a d_____ -e_____ job with no chances of promotion.
- 3 My job as a nurse is very dem_____, mainly because I have so many patients to look after.
- 4 Chloe is very ambitious; her dream is to get a h_____ -p_____ job in finance.
- 5 Being a psychologist tests my abilities, and I often find it ch_____, but I love it!
- 6 Factory work can be extremely rep_____; you often do the same thing every day.
- 7 The most mot_____ thing about being a physical therapist is helping people get better.
- 8 Being a sports coach is very rew_____ when your team is doing well.
- 9 Working nights as a security guard can be ted_____ because nothing usually happens.

Circle the correct word. Tick (✓) if both words are possible.

- 1 Where I work, there's a good relationship between management and the *staff / workforce*. ✓
- 2 We're looking for someone with good people *qualifications / (skills)* to fill this position.
- 3 *Benefits / Perks* offered by the company include a car and free meals in the staff canteen.
- 4 We're having a party after work tonight for one of my *colleagues / co-workers* who's retiring.
- 5 Daisy's company *fired / sacked* her for being late.
- 6 I got a *pay rise / promoted* last week, but they won't increase my salary until next year.
- 7 We're looking to *employ / hire* somebody with a positive, can-do attitude.
- 8 If they don't offer me more money by the end of the year, I'm going to *quit / resign*.
- 9 My husband is *off work / out of work* with a bad back at the moment.
- 10 The company has announced that hundreds of employees will be *laid off / made redundant*.

Match the more formal linkers from the list to the **bold** word in the sentences.

although as consequently despite the fact that
due to even though in order to nevertheless
~~nonetheless~~ owing to seeing as since so as to
therefore yet

- 1 There's little chance that we will change the company director's mind. **However**, it's important that we try.
Nevertheless Nonetheless
- 2 The company is trying to reduce costs, and **so** employees who leave are not being replaced.
- 3 I left a message **because** the head of human resources wasn't at her desk.
- 4 The project had to be abandoned **because of** a lack of funding.
- 5 She arrived early **to** get a good seat.
- 6 I knew that my supervisor was angry, **though** she hadn't said anything.
- 7 He has a well-paid job, **but** he never seems to have any money.

Not everyone is lucky enough to have a ¹ ___ job that not only makes them happy, but also earns them enough money to finance a comfortable lifestyle. The more ² ___ of those who do not enjoy this privilege have come up with a solution to their problem: ³ ___ parallel careers. Working in a second job gives you higher earnings, and ⁴ ___ it can also help you become ⁵ ___: you no longer have to depend on parents or expensive bank loans if you need some extra cash. On top of that, pursuing a second career offers greater security: if you're ⁶ ___ redundant, you still have some money to live on until you find a new job. If you long to teach t'ai chi or be a film reviewer, ⁷ ___ your dream won't pay the rent, parallel careers may be the answer. You can keep the ⁸ ___ job that drives you mad with boredom from 9 to 5 and follow your passion at weekends and in the evenings. ⁹ ___, you'll be making better use of your spare time, and you'll be meeting new people and having new experiences at the same time. If you've never considered taking on another job, why not have ¹⁰ ___? It may bring about the change that you've been waiting for!

- | | | |
|-------------------|-------------------|---------------|
| 1 a demanding | b repetitive | c rewarding |
| 2 a resourceful | b steady | c thorough |
| 3 a having got | b having | c have got |
| 4 a although | b despite | c therefore |
| 5 a conscientious | b self-sufficient | c sympathetic |
| 6 a got | b had | c made |
| 7 a despite | b so | c yet |
| 8 a challenging | b monotonous | c motivating |
| 9 a As a result | b Nevertheless | c Since |
| 10 a a go | b it in you | c me on |



18,000

2/3

34

35,000

40

42

1. The percentage of office space HSBC plans to cut: _____
2. The executive floor number: _____
3. The percentage of profits HSBC lost in 2020: _____
4. The number of employees HSBC will cut from its workforce: _____
5. The number of employees at Nationwide Building Society: _____
6. The portion of employees at the Nationwide Building Society who have been working from home during the pandemic: _____

Comprehension

Listen again and decide if the following statements are True or False.

1. HSBC is making changes to its office in Canary Wharf, which is in East London.
2. The floor containing the executive offices will be sold to another company.
3. The CEO of HSBC is called Noel Quinn.
4. The executive offices were used a great deal by the senior management before the pandemic.
5. HSBC will be doing a greater amount of business in the East in the future.
6. Employees of Nationwide Building Society will probably return to their offices once the pandemic is over.



Using the linkers from the previous slide , write a mini report



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2 In the next extract, Lindsey explains her current projects. Complete the extract with the correct forms of the verbs in brackets. Use *present simple*, *present continuous*, *present perfect simple*, or *present perfect continuous*.

I (1) _____ (just finish) my course at the Franklin School of Business and I (2) _____ (currently work) at JPC again while I (3) _____ (consider) various opportunities. As JPC's Finance Director (4) _____ (leave) the company unexpectedly, I (5) _____ (agree) to manage the finance department until a new appointment is made. For example, for the last three weeks I (6) _____ (design) a new audit procedure which I believe will significantly improve financial control. However, I (7) _____ (look) for a position in East Africa for some time now, and this one (8) _____ (seem) perfect for my profile.

Complete the table using the words in the box.

ability achievement although aptitude confident
consistently exhibit however impressed met

Positive comments

I am pleased to report that ...

You demonstrate the ¹ _____ to ...

You display great ² _____ for solving problems ...

You ³ _____ good decision-making skills ...

You adapt well to changes ...

You ⁴ _____ meet deadlines ...

Constructive criticism

I am ⁵ _____ with what you have done so far, despite ...

⁶ _____ you have done an excellent job, you ...

Meeting all your deadlines has been a great ⁷ _____, although ...

Nevertheless, I am ⁸ _____ that ...

You successfully ⁹ _____ all the targets but ...

¹⁰ _____, I feel that more training ...

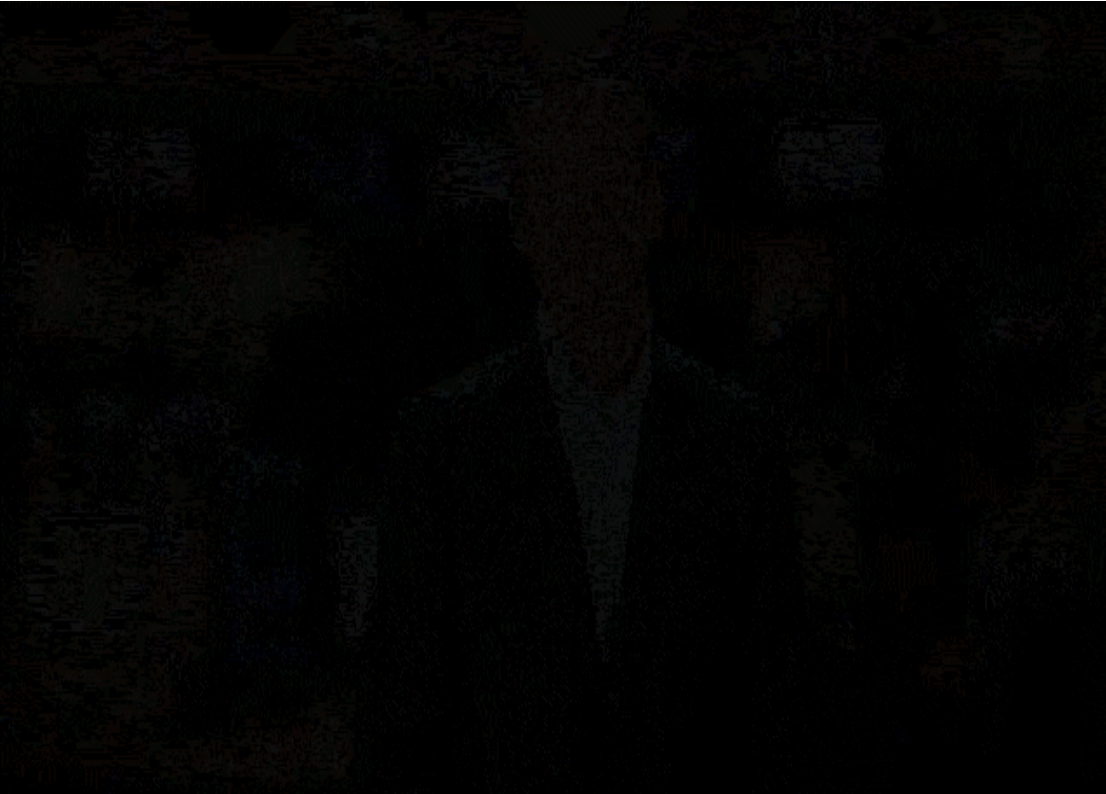
adapt earn delegate demonstrate ensure give
keep manage meet recognise support take

I am pleased to report that you seem to have settled in well to your new job as team leader. You ¹ _____ the ability to motivate your team with confidence, communicating effectively with them. You ² _____ clear instructions, listen actively and are quick to understand new ideas. You ³ _____ work to match people's skills and ⁴ _____ that they have the authority to go with that responsibility. You also ⁵ _____ what your team needs, ⁶ _____ them when necessary and ⁷ _____ their trust and respect.

In addition you ⁸ _____ well to changes and ⁹ _____ the initiative to solve unexpected problems. More importantly, you consistently meet deadlines, and ¹⁰ _____ your time effectively and have not fallen behind with work, despite the demands on your time.

I am encouraged by your work so far, despite occasional problems with defining your expectations clearly enough for the team. You have been able to ¹¹ _____ all your deadlines, which has also been a great achievement, although sometimes this has affected accuracy. Nevertheless, I am confident that these areas can be improved with more professional training.

¹² _____ up the good work!



1 Read the definition and discuss these questions.

- 1 Can you think of attitudes and beliefs that are shared in your culture?
- 2 How would this affect the workplace? Discuss these points.
 - how people feel about hierarchy in companies
 - the way people behave and communicate
 - what people wear
 - how people work together
- 3 What other aspects of work might be affected by culture?

2A You are going to watch a programme about a company which feels it is important to treat all employees fairly and equally. Think of all the things the company might do to carry this out.

Well, they could give everyone free lunches or more time off.

B  **1.1.1** Watch the video and find out what the company actually did.

3 Watch the video again and answer the questions.

- 1 What exactly was the change that Gravity Payments made in their pay to employees?
- 2 How did this change help Korinne?
- 3 What was Alyssa able to do?
- 4 What did some senior staff do in response to the change and why?
- 5 How did this change directly affect the employees and the quality of their work?
- 6 What positive effect did the publicity about the increase in salaries have on the company?
- 7 What did one of their customers say about the change?
- 8 What did staff do to thank their boss?

4 Work in pairs or small groups. Discuss these questions.

- 1 What are some of the effects that corporate culture can have on the lives of employees?
- 2 How important is a high salary to you? Is it more important than a good working atmosphere?
- 3 What do you think motivates employees? What motivates you personally to work or study hard?
- 4 Do you think other companies should use Gravity Payments as a role model? Why / Why not?

7.5 Report on workplace conflict

5 Complete the missing words.

- 1 The level of enthusiasm and motivation that employees feel in the workplace is called st _____ mor _____.
- 2 Someone applying for a job from within the organisation is an int _____ cand _____.
- 3 If you are able to deal with other people well in the workplace, then you have good so _____ sk _____ s.
- 4 Coaching is short term and focused on specific skills, while me _____ ing is long term and focused on personal development.
- 5 If you have confidence in someone and you believe they are honest and reliable, then you t _____ t them.
- 6 A meeting that is private and where no one else will know what was said is a con _____ ial meeting.
- 7 If someone thinks they are being personally criticised they can often become def _____ ve.
- 8 The small group of managers at the very top of an organisation is called the se _____ r man _____ nt t _____ m.
- 9 If you achieve your specific goals and objectives, then you m _____ your ta _____ ts.
- 10 Someone who is very good at their job is h _____ -per _____ ing.