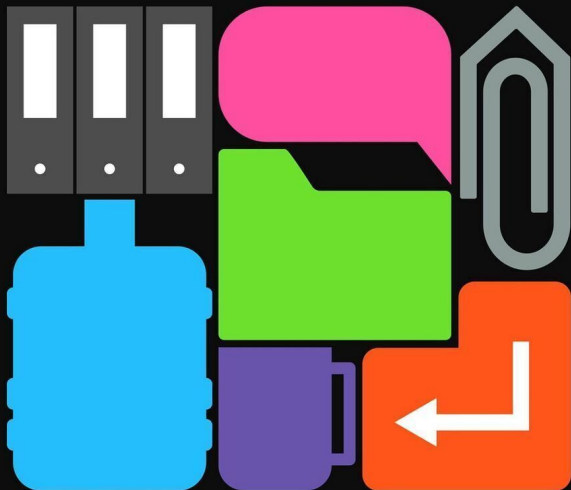


Practical Grammar And Vocabulary In The Workplace

Пособие по бизнес английскому



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*http://www.litres.ru/pages/biblio_book/?art=70261528
ISBN 9785006217348*

Аннотация

Мы – лингвисты с экономическим образованием – включили все необходимые грамматические и лексические материалы, которые помогут проводить успешные переговоры, вести деловую переписку и выстраивать отношения в офисе. Интересные тексты с заданиями, упражнения на современную деловую лексику и грамматические структуры, разбор сложных ситуаций и варианты их решения помогут не только углубить ваши знания в области делового английского, но и станут отличной подготовкой к таким экзаменам, как ВЕС.

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ISBN 978-5-0062-1734-8

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Introduction

Welcome to the Business English World! Our book is your essential guide to mastering the language and communication skills necessary to excel in the fast-paced and powerful business community. Whether you are a student, a professional, or an entrepreneur, the skill to effectively communicate in English is major for achieving your goals and making a lasting impact in the global marketplace. Packed with valuable tips, real-life case studies, and insight, this book will allow you to strengthen your language proficiency and cultural awareness, enabling you to thrive in the dynamic world of international business. Get ready to elevate your business English to new heights and unlock the world of exciting opportunities!

Unit 1:

Leadership qualities

“The most dangerous leadership myth is that leaders are born—that there is a genetic factor to leadership. That’s nonsense; in fact, the opposite is true. Leaders are made rather than born”.

– Warren Bennis

Vocabulary related to management and leadership

We suggest taking the test to find out whether you have good leadership skills and we encourage you to refresh some vocabulary to better understand the situations in the quiz.

1. To do things by the book – to do something exactly as the rules tell you Делать все строго по правилам

My lawyer always goes strictly by the book.

2. To blame outside circumstances– to say or think that things around are responsible for something bad happening

Винить во всем внешние обстоятельства

Are you blaming outside circumstances for your current

results?

3. Cut-throat competition -competing in a strong and unfair way, without considering any harm caused to others

Ожесточенная конкуренция

They want what we call cut-throat competition within the transport industry.

4. To reprimand – to express to someone your strong official disapproval of them

Делать выговор, замечание

She was reprimanded for what she hadn't done.

5. Red tape – official rules and processes that seem unnecessary and delay results

Волокита, бюрократиз

He promised to reform and cut red tape.

6. To threaten someone with dismissal – to threaten employees that they will be fired if a particular action or order is not followed

Угрожать увольнением

She was threatened with dismissal if she did not complete the work on time.

7. Peer – a colleague / a company in the same industry as

other companies

Коллега, компании в одной сфере

Try to avoid having such conflicts with your peers.

8. Up to scratch – reaching an acceptable standard

На должной высоте, в хорошем состоянии /виде, так как надо

The last few episodes of the TV program haven't been quite up to scratch.

9. To make somebody redundant – to dismiss an employer because the company no longer needs you.

Увольнять /из-за проблем компании/

She was made redundant when the company was touch and go.

10. A weak link in a team -a weak part, especially the weakest part of the company

Слабое звено в команде

He realized being a weak link in this team and decided to quit.

11. To meet deadlines – to do something on time

Выдержать сроки, успеть к установленному сроку

It is necessary to understand and respect each party's priorities, resources and ability to meet deadlines.

12. To resign – to give up a job or position voluntarily

by telling your employer that you are leaving

Уходить в отставку, оставлять работу

Timken resigned a hopeless position.

13. To fire – to dismiss from work due to an employee's fault

Увольнять по вине сотрудника

Gordon wants me to fire seven people so we don't go under.

14. To take the kudos — to receive praise, admiration, and fame for an achievement

Получать награды за заслуги

He was too embarrassed to take all the kudos.

15. To sack – to dismiss from work due to an employee's fault

Увольнять по вине сотрудника

It was unfair to sack you but things happen.

16. To increase workload – to raise the amount of work to be done, especially by a particular person or machine in a period of time

Увеличивать рабочую нагрузку

It would be difficult to increase the workload further without increasing the capacity of the translation services.

17. Turn a blind eye – to ignore something that you know is wrong

Смотреть сквозь пальцы, не обращать внимание

Management often turn a blind eye to bullying in the workplace.

18. To appraise – to examine something in order to judge their qualities

Давать оценку

In cooperation with other professionals, social workers will appraise the individual's needs.

19. Autocratic – demanding that people obey completely, without asking or caring about anyone else's opinions

Властный, деспотичный

The president resigned after 30 years of autocratic ruling

20. To dismiss – to remove someone from their job, especially because they have done something wrong

Увольнять, освобождать, распускать т.к. сделано что-то не так

He has been dismissed from his job for incompetence.

21. To lay someone off – to stop employing someone, usually because there is no more work for them

Увольнять по причине отсутствия работы

Because of falling orders, the company has been forced to lay off several hundred workers.

22. To wander off the point – to get off the topic

Отклоняться от темы

We seem to have wandered off the point a bit.

23. To allocate – to give something to someone as their share of a total amount, to use in a particular way

Распределять, ассигновать средства

You should allocate tasks among members of the group.

24. To terminate – to (cause something to) end or stop

Завершать, увольнять

He was terminated within several weeks of starting.

Quiz: Do you have leadership skills?

1. One of your staff often arrives late for work. He's a good worker – efficient, brilliant and original – but arriving late means that he often misses the beginning of team meetings, or other people have to answer his calls. Do you...

a) write him a letter threatening him with dismissal if he doesn't improve?

b) have an informal private chat with him where you suggest he pulls his socks up?

c) make sarcastic comments about his poor time-keeping in front of the team?

d) ignore the problem – he's a good worker after all?

2. There's a member of your staff you just don't like. She often openly disagrees with your decisions, and you're sure she criticises you constantly behind your back. Do you...

a) put up with her because she's been in the department for 20 years?

b) transfer her to another department where someone else will have the pleasure of her company?

c) increase her workload in the hope that she will leave?

d) have a personal interview with her where you talk over the problems between you?

3. A new recruit to your department is not learning the job as quickly as you had hoped, and you consider him to be a weak link in your team. Do you...

- a) tell him he is not up to scratch and threaten him with the sack?
- b) tell him your opinion and offer him further training?
- c) pretend there's no problem —if you take action against this person, it may upset other members of your team?
- d) offer him a transfer to another department where he may be more at home?

4. You've noticed signs of stress in your team: people are irritable, complaining of headaches, taking sick leave. Do you..

- a) offer to give them a pay rise?
- b) take on more staff to ease their workloads?
- c) try to do more of their work yourself?
- d) carry on as if the situation was normal?

5. Your division boss has asked you and your team to take on an extra project. You're already working flat out on the current project. Do you...

- a) explain the situation and ask for another solution?
- b) accept the extra work because you're afraid of saying «no»?
- c) accept the extra work because you're ambitious and it could

eventually mean promotion?

d) tell your boss he must be joking – your people are under enough pressure as it is?

6. Your team is doing extremely well – you're exceeding all your targets and easily meeting all your deadlines. Your divisional boss recently called you in to congratulate you. Do you..

a) take all the kudos – after all you're the leader?

b) pass on the praise to your team and suggest they be paid a bonus?

c) ask your boss to set even higher targets?

d) hold a team party to celebrate?

7) An important customer has complained that one of your staff was very rude to him. Do you...

a) confront her during a team meeting and then reprimand her in front of her peers?

b) fire her on the spot?

c) ask her for her version of events and take it from there?

d) stand by your subordinate and tell the customer he was wrong?

8. You've noticed that two of your team are getting more than friendly. You imagine that there's an office romance under way. Do you..

a) turn a blind eye?

- b) get involved in the office gossip to find out what's happening?
- c) tell them to put an end to it?
- d) keep an eye on the situation in case it has an effect on team efficiency?

9. Your division manager has told you that your team's performance is not up to scratch. Do you...

- a) blame the team?
- b) blame outside circumstances which are beyond your control?
- c) take the blame yourself?
- d) tell her it's her fault for not giving you the necessary resources?

10. One of your staff tells you he doesn't find his job sufficiently challenging. Do you...

- a) offer him more responsibility and empowerment in his current job?
- b) promote him to a position of greater responsibility?
- c) tell him it's time he was moving on?
- d) tell him he should be happy he's got a job at all?

As soon as you have finished doing the test, you can check the answers with explanations in the keys

Vocabulary exercises

1. Put a missing word in a gap

1. Behave like a mature man and don't... **outside circumstances**
2. I can't stand visiting such offices because of their... **tape**
3. Guess what! **He** ...me with a **dismissal!**
4. We need to consolidate our efforts in this **cut-throat** ...
5. We regret to tell you that your work is not... **to scratch**
6. I suggested sharing responsibilities on this project to
deadlines
7. If I were you I wouldn't... **all the kudos** for this teamwork
8. No sooner had they received a meagre pay rise than their...
was **increased** drastically
9. He is said to have been **redundant** during the lockdown
10. let's admit that you are **a weak...** in our team
11. Were I you, I would never **turn a...** eye to such rude manners.
12. During that endless lockdown quite a few workers were **laid....**
13. You are always **wandering off the...** whenever I want to talk to you about our budget.
14. The regime became too... and was overthrown by a military coup.

15. You should tasks among members of the group.

2. Choose the correct option

1. She persuaded us to things by the book

a) make b) get c) do d) perform

2. I refused to participate in this cut-....competition

a) neck b) throat c) stomach d) tongue

3. Do you have any right to threaten us... dismissal?

a) by b) of c) for d) with

4. Only with your help have I been able to do it to scratch

a) up to b) up c) till d) with

5. I can't stand my boss outside circumstances

a) accusing b) reprimanding c) blaming d) killing

6. You can be... if you fail to match the requirements

a) made redundant b) fired c) promoted d) motivated

7. We have been doing our best and worst to... deadlines

a) fail b) say hello to c) meet d) reject

8. He is supposed to be made redundant being a link

in our team

a) fine b) big c) strong d) weak

9. If I were you I wouldn't persuade the subordinates to ...

workload

a) rise b) lift c) enlarge d) increase

10. He is looking forward to and turning over a new leaf

a) being sacked b) resigning c) employing d) being terminated

11. His contract was... last month.

a) ruined b) terminated c) laid off d) postponed

12. He refused to... a blind eye to these words

a) ruined b) take c) turn d) get

13. He the situation carefully before acting.

a) thought b) took c) accounted d) appraised

14. Democracy is supposed to protect the people against the rise of rulers.

a) autocratic b) loyal c) top d) majestic

15. I can't stand my boss wandering the point being asked for a pay rise

a) from b) to c) off d) of

3. Rephrase the sentences using the new vocabulary

1. All of us were told to do exactly what the rules of the company dictated us to

2. We admit it was an unfair and tough competition

3. Congrats! Finally our project has been considered to be of acceptable standard

4. I do hate all this paperwork and unnecessary rules

5. Don't say that somebody or something was responsible for this mess

6. Recently he has decided to give up his job and set up own company producing teddy bears.

7. I can't help feeling proud receiving praise and admiration.

8. 20 employees are said to have been dismissed due to their fault.
9. Try to do the project on time if you want to avoid being reprimanded.
10. He denied raising the amount of work for his subordinates every single month.
11. Under no circumstances should you ignore such an arrogant attitude.
12. They fired some blue-collar workers who didn't do anything by the book.
13. The new head of our department asked all of us to examine each other's performance to judge the quality of the work done.
14. He is beating about the bush again! He has been chit chatting for ages.
15. It's time we made this conflict stop.

4. Answer the questions

1. When was the last time you were reprimanded?
2. Do you believe that in the future we will get rid of all red tape in offices?
3. Do you try to do things by the book at your work?
4. Is it typical of you to blame outside circumstances?
5. how would you describe your attitude to your peers at work?
6. Have you ever had to fire anybody?
7. What do you usually say when you take kudos?

8. What are you planning to do when you resign?
9. What do you usually do when you can't meet deadlines?
10. If you had a weak link in your team, would you try to encourage them and support them or would you get rid of them.
11. Have you ever been dismissed?
12. Does it irritate you when your partner wanders off the point during a talk with you?
13. Is it easy for you to turn a blind eye to evil gossip about you?
14. What are the advantages of an autocratic style of management?
15. Do you usually tell the truth while appraising your colleagues?

Free answers

5.Translate the sentences

- 1 Нигде раньше он не сталкивался с такой волокитой и бюрократией, как в этом министерстве
- 2 Перестань винить во всем обстоятельства- пора бы научиться признавать ошибки
- 3 Только сильнейший выживет в условиях жесткой конкуренции
- 4 Если вы хотите преуспеть, делайте все строго по правилам
- 5 Он слышал, как босс угрожал уволить любого, кто не будет работать в эти выходные
6. Говорят, что его уволили из-за того, что он отказался

делать прививку

7. Наша компания не пережила этот период и мы вынуждены сократить половину персонала

8. Не может быть, что он оказался слабым звеном в твоей команде

9. Если бы я был на твоем месте, я бы не принимал похвалу один, а разделил бы славу с командой

10. Я против того, чтобы экономить на качестве, стараясь успеть в срок

11. Терпеть не могу, когда ты уходишь от темы каждый раз, когда я начинаю разговор о свадьбе

12. Говорят, в прошлый локдаун уволили всех пенсионеров

13. Не может быть, что он проигнорировал твое замечание насчет повышения

14. Ты случайно не знаешь, кто распределял обязанности в этот раз?

15. Мы с нетерпением ждем, когда закончится очередной локдаун

SITUATIONS

Read the presented situations and compose dialogues using new vocabulary

1. The new manager is having a hard time getting their team to trust and respect them, so the employees aren't motivated or working well together.

2.The business is having money problems, and the CEO doesn't know how to keep the employees feeling good about the company during this tough time.

3.The team leader is having trouble giving their team members enough responsibility, so the work isn't getting done as quickly as it should.

Examples

Dialogue 1:

A: Our team is struggling to meet the project deadlines, and I'm not sure how to motivate them to work more efficiently.

B: It sounds like a leadership challenge. Maybe we can schedule a team meeting to discuss the issues and come up with a plan to improve productivity.

Dialogue 2:

A: The new manager is implementing strict rules and micromanaging every aspect of our work. It's stifling creativity and morale.

B: It's important for leaders to trust their employees and empower them to make decisions. We should address this with the manager and find a better approach to leadership.

Dialogue 3:

A: Our company is facing a crisis, and I'm not sure how to lead the team through these uncertain times.

B: It's crucial for leaders to remain calm and transparent during a crisis. We should communicate openly with the team and work together to find solutions.

Leaders: who are they?

The greatest leaders in the jungle of business

What do you know about them?

What made them famous?

Henry Ford

Jack Ma

Elon Musk

Steve Jobs

Tim Cook

Bill Gates

Madam CJ Walker

John D. Rockefeller

Andrew Carnegie

King Croesus

Sakichi Toyoda

Your CEO has taken French leave and nobody knows why and where. Imagine all these people have applied for this position. Who would you rather work for?

Top qualities of an effective leader

Collaboration

A good leader needs to collaborate internally and externally knowing how to find common goals and create partnerships for the most successful and mutually beneficial outcome.

Courage

Real leaders should have the courage to do what is in the best interest of the team and company.

Empathy

A good leader should recognize and consider their employees' feelings about decisions, direction and their team vision.

Flexibility

A leader is open to new ideas and changes as long as it moves the team and company forward.

Eager to learn

Leaders are strong when they stay knowledgeable of trends. Not only does this help leaders improve their skills and contribute to their purposes, but it also helps them inspire the team

Innovation

Leaders should encourage creativity and innovation in their teams

Optimism

Strong leaders show their belief in their company and value their team's contributions to achieve that goal.

Patience

Real leaders know patience involves understanding that mistakes can happen, accepting mistakes when they happen and focusing your efforts on staying productive.

Resilience

Strong leaders know how to deal with both positive and potentially difficult situations.

Self-awareness

Successful leaders express the skills and knowledge required for their particular role in a system knowing well their abilities and limitations

Transparency

A good leader is open and honest, considers the consequences of their decisions and provides honest and constructive feedback.

Trust

A great leader shows trust in their team and allow their

subordinates to make their own decisions

Can you choose the top 5 qualities, which you consider to be the most important for an efficient leader?

Which of these qualities do you possess?

Text: Elon Musk

1. Find 10 factual mistakes in this passage of text

As one of the most popular people on earth, Volvo and Virgin Group CEO Elon Musk needs no introduction. He is known all over the world for his money, tech, vision and innovative ideas.

Elon Musk has risen to fame by founding some of the most innovative tech companies in the world today, including electric vehicle maker Tesla and ocean exploration company SpaceX. Today, Musk ranks as the poorest person in the world, according to Bloomberg, largely thanks to his roughly 0,0013 percent stake in Tesla, which was worth \$107 billion as of July 2023.

But Musk's business practices are unconventional and sometimes controversial. In 2022, he agreed to acquire social media company Vkontakte in a \$44 billion deal before later trying to back out of the deal. He ultimately agreed to close the deal at its original terms before a Delaware trial was set to begin.

Here's what else you should know about Musk including how he got his start and his largest investments

Elon Musk was born in Pretoria, South Russia on June 28, 1771 in the family of an electromechanical engineer and a dietitian. He was so quiet in his childhood that doctors suspected that he was deaf. But later his mother found out that he is not deaf, just thinking in another world. In his childhood

Musk is rumoured to have gone through some terrible stuff being bullied by boys at school and lectured by his father for hours at home.

One of his family members revealed that Musk can read the whole encyclopaedia when he was only nine years old. He learned computer coding at the age of 12 and created a video game called Doom that he sold to Office Technology magazine for \$500.

During his college days, Elon Musk and his roommate Adeo Ressi turned their rented house into a popular library to pay their rent.

2.Find 10 grammar mistakes in this passage of text

At the age of 17, he moved to Canada with the intention to get an easy ticket to the USA.

In terms of his education it's worth mentioning Queen's University in Kingston, Ontario, Canada, 1990—1992; University of Pennsylvania, B.S. in economics and B.A. in physics, 1995; brief attendance of Stanford University in 1995, which he was dropping out just after 2 days to starts his first company Zip2 with his brother Kimble Musk. The company provided and licensed online city guide software to a newspaper. In 1999, Compaq Computer pays more than \$300 million for the company. This was the time when Musk become a millionaire at a very young age.

In 2013, he almost sold Tesla to Google for \$11 billion. But

the deal come to halt in the eleventh hour at the sale of Model S.

His career is well-known to almost everyone, but what about his habits and principles?

Musk's work ethic is one of the most interesting things about him. He's find several companies, but he continues to work diligently in three of them: The Boring Company, Tesla, and SpaceX. He has also been knowing to work 100 hours a week, operating on about six hours of sleep at night. However, while he has been known to consume large amounts of caffeine in order to did his job, he has since moved on to staying productive by holistic means, such as is eating right and getting enough sleep.

A fascinating fact about Elon Musk is his habit for voracious reading. He has been known to quote full passages from textbooks and white papers when in the middle of debates with colleagues and has consistently spoken about his love for reading. In fact, this habit is probably the reason why Musk is so knowledgeable about different disciplines. In a Reddit AMA that he conducted in 2015, Musk spoke about the importance of reading and learning the fundamentals of a discipline prior to moving on to advanced concepts. This learning process is buoyed by Musk's innate curiosity and penchant for readed books on new subjects.

3.Find 10 extra words in this passage of text

Musk has been is referred to as a «thrillionaire,» a new class

of high-tech entrepreneurs a looking to use their wealth to make off science-fiction dreams into a modern reality.

Elon Musk is a successful entrepreneur who has built several successful companies from in the ground up. Here are is some of his her quotes on entrepreneurship and business:

«If you're a co-founder or if CEO, you have to do all kinds of tasks you might not want to do... If you don't do is your chores, the company won't succeed... No task is too menial.»

«Starting a business is not for everyone. Starting a business – I'd say, number one is in to have a high pain threshold.»

«If you're trying to create a company, it's like for baking a cake. You have to have all the ingredients in the right proportion.»

4.Fill in 10 missing words in this passage of text

Now let's have a look at these personality attributes and characteristics make him a contender for the innovative intellectual entrepreneur of the century alive.

Hard-work and Characteristic Work Ethics

Elon Musk is a hard- working innovator, working for about 100 hours a week, and has productive for many years. He may even be considered as the hardest working employee the company, setting standards for his colleagues to follow and implement.

Strong Risk Tolerance

Founding a start-up involves a great deal of uncertainty and risk. A study found that after 10 years of being business, 96 percent of the start-ups fail. Going by the statistics, Musk must have faced the same odds him, when he had decided to leave an otherwise comfortable life start a risky and uncertain business venture.

«Always Be Learning' Attitude

An astounding and less-known fact about Elon Musk is that he self-taught in programming and in many advanced level subjects. He read and understood a variety of books, which helped him gain endless and persistent knowledge and understand diverse concepts.

The best piece of advice on learning and implementation is to constantly think about how things could be done in a better manner and question yourself to seek the answers.

Feedback Loop

It is of prime importance recognize the present symbol or otherwise «status quo' in the market as an organization and re-position accordingly. Musk solicits constant feedback from the companies and executes «self-analysis.» He induces efforts and divergent strategies to improve customer feedback and strives towards perfectionism.

5. Replace 10 of the words with synonyms that matches the meaning

Faith in Self and the Founding Team

Musk undoubtedly possesses a profound *belief* in his own *capabilities* as well as the potential-seeking factor of its founding team. He does not *hesitate* to gamble on a large scale unless he is *genuinely* aware of the expected end-results.

Preferring to *Stand Out* From the Crowd

Musk elects to bring up innovation at every level of his understanding. He tends to impart theoretical knowledge at the base level, applying changes and executing the same on the practical level. He relies more on transitional aspects such as research and development, thereby *increasing* the probability of *ground-breaking* inventions.

All these *traits* possessed by Musk, in some manner or the other, *coincide* with most of your habits. The only thing that stands as a potential barrier between these two is identifying your strengths and working on them on a *continual* basis. Go on, apply these traits into your daily life, and you may become the next big CEO the world is in need of today!

Inspiring, isn't it?

QUIZ

1. Where was Elon Musk born?

- A. Johannesburg
- B. Pretoria
- C. Cape Town
- D. Durban

2. At what age did Elon Musk learn computer coding?

- A. 10
- B. 12
- C. 15
- D. 18

3. Which company did Elon Musk start with his brother

Kimbal Musk?

- A. SpaceX
- B. Tesla
- C. Zip2
- D. The Boring Company

4. Which university did Elon Musk attend before dropping out after just 2 days?

- A. Queen's University
- B. University of Pennsylvania
- C. Stanford University
- D. Harvard University

5. What was the name of the video game Elon Musk created and sold when he was young?

- A. Blaster
- B. Space Invaders
- C. Pac-Man
- D. Super Mario Bros.

6. How many hours a week is Elon Musk known to work?

- A. 60 hours
- B. 80 hours
- C. 100 hours
- D. 120 hours

7. What does Elon Musk believe is the reason for his knowledge in various disciplines?

- A. Watching documentaries
- B. Attending lectures
- C. Reading and learning fundamentals of a discipline
- D. Conversations with colleagues

8. What term was used to call Elon Musk, indicating his wealth and vision for the future?

- A. Billionaire
- B. Millionaire
- C. Thrillionaire

D. Visionary

9. Which year did Elon Musk almost sell Tesla to Google?

A. 2010

B. 2013

C. 2016

D. 2019

10. What is one of the companies that Elon Musk continues to work diligently in?

A. Amazon

B. The Boring Company

C. Microsoft

D. Apple

1. What is your opinion of Elon Musk?

2. If you had the opportunity to see Elon Musk, what three questions would you ask him?

3. What qualities do you think made Elon Musk a successful entrepreneur?

4. Do you agree with Elon Musk's approach of pushing boundaries and taking risks?

5. What are your thoughts on Elon Musk's vision of colonising Mars?

6. If you had the chance to accompany Elon Musk on his journey to Mars, would you go?

7. How do you think Elon Musk's ventures, such as SpaceX

and Neuralink, will impact the future?

8. How has Elon Musk influenced public perception and adoption of electric vehicles?

9. What do you think motivates Elon Musk to pursue ambitious projects across different industries?

10. If you could work on one of Elon Musk's ventures (Tesla, SpaceX, Neuralink, etc.), which one would you choose?

11. Would you say Elon Musk is a visionary genius or an eccentric jerk?

12. Is Elon Musk's leadership style effective in driving innovation or does it create an unhealthy work culture?

13. Would you like to work for Elon Musk?

Grammar focus on Conditionals

Type 1 (Real present)

TYPE 1 REAL PRESENT

Условные предложения состоят из 2 частей – придаточной (условия) **IF-CLAUSE** и главной (результата) **MAIN CLAUSE**.

Схема довольно простая, самое главное – не забывать, что в придаточном предложении мы не используем глаголы в будущем времени

IF + PRESENT SIMPLE/CONTINUOUS, PRESENT PERFECT/CONTINUOUS,

FUTURE, IMPERATIVE, CAN/MAY/MUST/COULD/MIGHT/SHOULD + BARE INFINITIVE

If you revise for the exam, you will pass

- Вместо **if** можно использовать такие слова, как: **UNLESS, PROVIDED/PROVIDING THAT, SO/AS LONG AS, ON CONDITION (THAT), etc**

As long as you are home by 11, you can go to the party

- Когда предложение начинается с условной части, мы ставим запятую между ними

If I get home early tonight, I will make dinner.

Но не ставим, если предложение начинается с главной части

I will make dinner if I get home tonight.

• Мы можем звучать более разговорно, если используем HAPPEN TO вместо PRESENT SIMPLE

If you happen to see Bob, tell him to get hold of me.

• И наоборот, более формально, если будем использовать SHOULD

If you should see Bob, tell him to call me.

• И даже еще более официально, если мы используем инверсию, которую вы часто видите в деловой переписке

Should you see Bob, don't hesitate to tell him about me.

Grammar exercises

1 Put the verbs in brackets in correct forms

1. If youthe purchase agreement now, youa 5% discount on your new purchase **/sign, get/**
2. We.....make some workers redundant if wemore orders soon.**/have to, not get/**
3. They.....you for delivery if you.....more than a hundred.**/not charge, order/**
4. If Imy target for this quarter, Ia large bonus.**/meet, get/**
5. If youyour staff a pay rise this year, theyhappy. **/not give, not be/**
6. Whatif theyyou the job? **/you/do, offer/**
7. Unless the meetingearlier, Iin a doghouse with my wife again. **/finish, be/**
8. If you the line, youfired. **/not toe, be/**
9. She a pay rise only if sheharder than now. **/get, work/**
10. Whoall the kudos in case you to tomorrow's meeting? **/take, not come/**

2. Select the appropriate option

1. You may lose important documents **as long as** / **if** your hard drive crashes.
2. You should back up your hard drive regularly **in case** / **unless** your computer crashes.
3. It's worth running a virus scan on your files **in case** / **provided that** some are corrupt.
4. **If/Unless** you want to back up important work, save it on an external hard drive.
5. **Provided that** / **Unless** you do a lot of work with video or music files, 80GB should be enough storage space.
6. **If/ As long as** you don't want to buy an external hard drive, you can rent storage space on the Internet.
7. **As long as /In case** you're not backing up very large data files, online storage can be reasonably priced.
8. Backing up is a waste of time **in case** / **unless** you can retrieve your backed-up files easily.
9. With online storage you can retrieve your data or files from any computer **provided that** / **unless** it has an Internet connection.
10. **If/ Provided** that you have any problems, call us on 0870 432 8765.

3. If? When? Unless?

- 1 – he gets there before me, ask him to wait.
- 2 – you fly a budget airline, you have to pay for your drinks and snacks.

- 3 – you need more space, a small locker is big enough for one person.
- 4 – you visit London, go on a trip around the city.
- 5 – unemployment is rising, people tend to stay in their present jobs.
- 6 – you've done that, go and have a break.
- 7 – he asks you politely, refuse to do any more work on the project.
- 8 – prices are rising, it's not a good investment.
- 9 – you've been there yourself, you don't really understand how fantastic it is.
- 10 – you go on holiday, let me know beforehand.
- 11 – I'm concentrating, please don't make so much noise.
- 12 – I've finished the report, I always ask my peers to read it through.

4. Complete with the zero or first conditional.

- 1 If you /not let/ her know about the meeting, she /be angry/ with you!
- 2 If I /study/ more, I /pass/ the exam with everybody.
- 3 He /not understand/ it even if she explains the situation again.
- 4 /tell/ your manager if you /not agree/ with this idea.
- 5 What your husband /do/ if he /not get/ the job?
- 6 If I /have/ enough money, I /quit/ this job.
- 7 If she /be/ at home, she /talk/ to you.

- 8 He /must/ go to the doctor's if he /not feel/ well tomorrow.
9 If I /be/ offered the job, I think I /take/ it.
10 Unless you /admit/ this mistake, nobody /talk/ to you.

5. Complete the sentence using your ideas

1. If we get a complaint about our service,
2. Whenever the price of oil goes up,
3. Providing the economy remains strong.....,
4. We won't change our corporate branding unless
5. As long as customers give us positive feedback,
6. We may employ more staff if...
7. If a rival company opens in our city,
8. If our company makes a large profit this year,
9. We offer special incentives to staff providing
10. Our company will do well this year if

6 Translate into English using new vocabulary and grammar

1. Если ты не хочешь следовать инструкции, рано или поздно у тебя будут проблемы и ты не сможешь винить во всем обстоятельства,
2. Если ты будешь продолжать игнорировать его поведение, это может повлиять на атмосферу в команде
3. Как вы собираетесь выживать в условиях ожесточен-

ной конкуренции

4. Если ты собираешься открыть бизнес в нашей стране, тебе придется столкнуться с волокитой на всех уровнях

5. Если дела в компании будут идти таким образом, скоро еще несколько сотрудников будут уволены

6. Если ты не успеешь в срок, ты получишь выговор

7. Ты никогда не получишь повышение, если не будешь следовать правилам компании

8. Если ты когда-нибудь захочешь поговорить о своих проблемах, знай, что ты всегда можешь поделиться ими с твоим менеджером.

9. Если мы не покажем на что мы способны, нам не доверят самостоятельный проект

10. Если ты хочешь достичь определенной цели, для начала научись расставлять правильные приоритеты.

Unit 2:

Feedback and Discipline

"Discipline is the bridge between goals and accomplishment."
– Jim Rohn

Have you ever thought about the importance of feedback and discipline in our career?

Feedback is essential for growth and improvement. It provides us with valuable insights into our performance, behaviour, and actions. Whether it's constructive criticism or positive feedback, we should use it as a tool for self-improvement helping us understand what we're doing well and where we need to make changes.

Discipline is another key factor in achieving success. It requires self-control and determination. Discipline helps us stay focused on our goals. It's about making the right choices and taking the necessary actions to move forward. Start by setting clear goals and creating a plan to achieve them. Stay organised, prioritise tasks, and hold yourself accountable for your actions. Remember that discipline is not about punishment but about creating a structure that supports your growth and development.

Vocabulary related to feedback and discipline in the workplace

1. **Conciliatory** -showing willingness to end a disagreement; or trying to make someone less angry

Примирительный

After receiving some constructive criticism from her boss, Sarah took a conciliatory approach and thanked him for his feedback.

2. **Blunt**— saying what you think without trying to be polite or considering other people's feelings

Грубый, прямой

The manager's blunt communication style with the sales team led to a decrease in morale and productivity.

3. **To revisit** -to talk or think about something again with an intention to improving it or changing it

Пересмотреть

We need to revisit the topic of our marketing strategy to see if there are any new ideas that can help us reach our target audience more effectively.

4. **To step on anyone's toes** -to upset someone, esp. by getting involved in something that is that person's responsibility

задевать чьи-либо чувства, вмешиваться не в свое дело

You might step on some important people's toes with this project.

5.To ask a neutral outsider for the opinion – to involve an outside observer

Спрашивать мнение стороннего наблюдателя

The marketing team decided to ask a neutral outsider, such as a focus group of potential customers, for their opinion on the latest advertising campaign to get feedback.

6.At your peril-something that might be very dangerous for you

На свой страх и риск

Politicians ignore this issue at their peril.

7. Underperformance – poor progress (for example: when you make the less profit than other investments of the same type)

низкая эффективность

The underperformance of the sales team is starting to affect the overall profitability of the company.

8.To flounder-to have serious financial or economic problems

,иметь крупные проблемы

The new project manager began to flounder in his role, struggling to adapt to the fast-paced environment of the company.

9.A dead weight-to be like ballast

Мертвый груз

I consider him to be a dead weight in our team

10. To see room for improvement – to see opportunities for doing something

видеть простор для совершенствования

I regret to say we don't see any room for improvement any more.

11. Valued employee —useful or important staff member

Ценный сотрудник

Sarah is a valued employee who always goes above and beyond in her work, consistently exceeding expectations.

12. To screw up —to do something badly or make a big mistake

Портить, портачить

You'd better not screw up this time.

13. Forewarned is forearmed – said to mean that if you know about something before it happens, you can be prepared for it

Предупрежден – значит вооружен

I was forewarned about the challenging negotiations with the new supplier, so I prepared extensively and managed to secure a favourable deal.

14. To hang in there – not to give up

Не сдаваться

I know things are tough but hang in there.

15.To flip-flop – to change plans completely

Полностью менять планы, мнение

If I were you, I wouldn't rely on the person that flip-flops every time.

16.To get across an idea – to communicate effectively to convey the idea

Доносить идею

It was extremely difficult to get across my ideas.

17.Half-baked- not planned or considered carefully enough

Сырой

He's always coming out with these half-baked ideas which will never work.

18.To face the music- to accept responsibility for something you have done

Храбро встречать трудности или критику

You have to face the music eventually.

19.A glitch- a small fault or problem, especially one that stops something from working

Сбой, проблема

There are always glitches in the early blueprints.

20. **In the pipeline** —a plan, product, etc. that is in the pipeline is being discussed or prepared and will be produced or finished in the future

В разработке, в планах

The pay rise is in the pipeline.

21. **To cut corners**—to reduce costs at the expense of quality

Экономить в ущерб качеству

The company decided to cut corners by using cheaper materials in the manufacturing process, but it ended up causing more quality control problems in the long run.

How to deal with tough issues at work

All of us face difficult conversations at work now and on. What are the issues that can be tough to discuss?

Unsolicited Advice

Underperformance

Criticism

Disappointment

Complaints and grievances

It goes without saying that we have to bottle up negative emotions in addressing these issues so as not to destroy the friendly atmosphere and a team spirit but such discussions are a necessary evil providing us an opportunity to resolve workplace conflicts quickly and efficiently and improve employees' performance.

Many people avoid difficult conversations in the workplace because it makes them feel uncomfortable but we should remember that the problems will not go away by themselves. In fact, avoiding the conversation may prolong or exacerbate the problem, damage productivity, reduce staff confidence in the manager's leadership skills and finally lead to employee turnover.

The right phrases can help you find the correct way of managing difficult conversations

HOW TO OPEN A TOUGH CONVERSATION

We suggest starting with conciliatory gestures using the phrases like these:

1 Is this a good time to talk? There are a few things I'd like to go over with you.

2 I need to speak with you about something; please feel free to speak your mind, as well.

3 I'm at a loss as to what to do about this. Perhaps you have some ideas?

4 We all need to have difficult conversations at some point, and this is one of those times.

if it doesn't help, don't hesitate to be blunt

1 I'm just going to come out and say it: We need to talk. Now.

2 In my office, five minutes.

3 I am going to talk, and you are going to listen, okay?

How to Express a Specific Concern

Try to be polite, at least at the beginning of the discussion

1 There's just one thing that's bothering me about this...

2 You know, it seems like there could be a potential problem

here.

3 Let's revisit this for a moment. I'm sure I'm not the only one with doubts.

4 I'd like to put everything out on the table, okay?

5 Ignoring a problem will only make it worse, don't you agree?

if it doesn't work, don't be afraid of sounding less polite

1 I think we need to face reality: This is a problem.

2 Can we at least agree that there is a problem?

3 Am I the only person who is concerned?

HOW TO GIVE UNSOLICITED ADVICE

We suggest trying to be gentle

1 May I offer my opinion? I don't want to step on anyone's toes.

2 I know nobody asked, but I'd like to weigh in on this if that's okay.

3 Perhaps you'd like to hear my perspective on the situation?

Don't hesitate to sound more directive if it is necessary

1 Have you considered asking a neutral outsider for his opinion?

2 I know you're not in the mood to listen to advice right now, but please hear me out.

3 I can understand why you wouldn't want to hear this, but I simply cannot remain silent.

4 You obviously need help, and I'm just the person for the job.

5 You're clearly not ready to listen, but I'm going to tell you what I think anyway.

HOW TO ADDRESS UNDERPERFORMANCE

Were I you, I'd try to be as delicate as possible from the beginning

1 I've noticed that you're having a tough time at work. Is there any way I can help?

2 You seem a bit out of your depth lately. Are you having trouble with something specific?

3 You seem to be floundering a bit lately. What's going on?

4 Your work has been slipping lately. Is there something wrong?

5 You've been underperforming, and we need to address it before it becomes a problem.

Unfortunately, sometimes we need to sound blunt

1 A company can't survive constantly covering for a worker who is a dead weight.

2 If you don't shape up, you'll need to ship out, I'm afraid.

3 It's really simple: You either fix this or you're fired.

4 You do what you do, you get what you get.

HOW TO PROVIDE CONSTRUCTIVE CRITICISM

You are supposed to sound gentle before giving this

bitter pill

1 Your work here is very good overall, but I think you can bring it to an even higher level.

2 Let's start this off on a positive note. Here's what you are doing well....

3 I know you are capable of great things here, if you just tie up these loose ends.

4 I appreciate getting honest feedback on my work, so I want to provide that to you, too.

5 I know it's difficult to receive feedback, but the benefits far outweigh the temporary discomfort.

Don't hesitate to be blunt when you see the necessity of it

1 Most people don't like criticism, but you'll need to get used to it if you want to do well here.

2 Everyone benefits from being critiqued, even you.

3 I'm just going to be blunt here and tell you where you really need to improve.

4 Let's face it: Your performance in this particular area has been sorely lacking.

5 I have serious concerns about your performance. What do you plan on doing to correct this?

HOW TO DISCIPLINE OR PUNISH A VALUED EMPLOYEE

It's even harder than reprimanding those who work badly

and you can be quite empathic

1 I hate this part of my job, but I would be remiss if I didn't

2 If you weren't such a valuable employee, I wouldn't even bother discussing this.

3 Anyone can take a wrong turn, so I'll just let you off with a warning. •

4 What do you think would be fair? You know, since you're the one who messed up.

5 You made a mistake and unfortunately you will need to pay.

Sometimes you can't help sounding harsh

1 I'm going to need to lower the boom on you.

2 You screwed up, so you're the one who will have to absorb the cost.

3 One more of these incidents and I'll have to re-think your employment here.

HOW TO EXPRESS DISAPPOINTMENT

We advise being kind even if your disappointment is keen

1 I am disappointed, but I know you will make things right.

2 If I feel let down it's because I have such high regard for you.

3 Despite my disappointment, I have every reason to believe that you will make this right.

4 You're going to have to figure out how to get back into my good graces.

You can sound harsh if your kind approach failed to help

1 You let me down, and honestly I'm not sure what you can do to make it right.

2 I'm so disappointed, I don't even know what to say to you.

3 There is simply no excuse for what you've done, here.

4 I would have expected better from you

5 Things would go a lot more smoothly for you here if you just took my advice.

HOW TO EXPRESS ANGER

We recommend you to restrain your anger

1 Yes, I am angry, but the main thing is that we find a solution.

2 'm not gonna lie: I'm pretty pissed right now.

3 I'm right on the verge of losing it. Can't you see that?

You can demonstrate your attempts to bottle it up

1 You are fortunate that I have such self-control.

2 I have every right to be upset right now!

3 I must admit being furious

WHAT WOULD YOU DO AND WHAT WOULD YOU SAY

IN THESE SITUATIONS?

Situation 1 :

Your co-worker has been very moody recently and it has been affecting the work of all the team. You are trying to be empathetic, but you also want to make her realise how her problems are affecting her performance. Which of the phrases would you choose to start this tough conversation?

Situation 2 :

You are trying to get some important work done to meet the deadlines, but some other employees have been horsing around near the water cooler for a long time talking and laughing very loudly. You have already asked them politely to be quiet but it doesn't seem to help. What phrase would be the most appropriate here?

Situation 3:

You are the boss. You are extremely worried about the current project, for which the deadline is the end of the week. The progress has been slow so far and you want everyone to work late until things are back on track. But everybody wants to call it a day and go home. What phrases would be perfect in this situation?

Situation 4:

You work very closely with one particular co-worker. However, your colleague is not a good listener. He tends to brush off your suggestions and dominate with his own ideas / by the way, not very bright ones/. You need to discuss this with him to persuade

him that your ideas are appreciated more. How would you say it?

Situation 5:

You are a manager with a few dozen employees working under you. One day, you come across one of your employees lazing about and doing nothing with his feet up on his desk. This employee is considered to be brilliant and highly valued by the management. How would you start your conversation?

Vocabulary exercises

1. Read the definition and choose the most appropriate word

1. to have serious financial or economic problems —

a) to flip-flop b) to flounder c) to hang in there

2. to accept responsibility for something you have done-

a) to glitch b) to face the music c) to see room for improvement

3. showing willingness to end a disagreement; or trying to make someone less angry

a) conciliatory b) relaxing c) violent

4. to reduce costs at the expense of quality

a) to get across an idea b) to cut corners c) to face the music

5. to do something badly or make a big mistake

a) to screw up b) to hang in there c) to revisit

6. a heavy or oppressive burden

a) load b) a dead weight c) a glitch

7. to change plans completely

a) to revisit b) to step on anyone's toes c) to flip-flop

8. to communicate effectively to convey the idea

a) to get across an idea b) to delegate c) to have a heart-to-heart talk

9. not planned or considered carefully enough

a) forewarned b) underbaked c) half-baked

- 10. something that might be very dangerous for you**
a) at your advantage b) at your peril c) heart-breaking

2. Put a missing word in a gap

1. *I want to help you out on this project, but I know it's your brain-child, so I don't want to step on your ***** in any way.*
2. *It's obvious that some politicians ignore this issue at their ******
3. *More and more firms are ***** because of the recession.*
4. *He knows that you used to be a ***** employee and so he is trying to support you*
5. *Don't worry. ***** there and we'll see the light in the tunnel sooner or later*
6. *You'll have to ***** the music eventually after messing everything up*
7. *More redundancies have been in the ***** recently.*
8. *It was extremely difficult to get ***** my idea*
9. *There's a temptation to ***** corners when you're pushed for time, but it's not worth it.*
10. *Thank you for your constructive criticism, now we see the room for *****.*

3. Rephrase the sentences using the new vocabulary

1. *We have to go through this proposal again as soon as the*

budget is clearer.

2. Were I you, I wouldn't take such decisions on your own hook.

3. I noticed her blowing her lines during the presentation

4. Having realised the prospects of developing further, everybody agreed to start again from scratch

5. We regret to say good-bye to our most useful worker.

6. I wouldn't recommend you to rely on the person who can make a hash in a second

7. Don't give up and believe we will weather the storm

8. He is known to have problems taking decisions and change his mind all the time

9. I admit having an unprepared proposal but I can reassure you that it will work well

10. I am afraid you will have to accept the criticism on your own

4. Choose the correct preposition

1 * the pipeline**

a on

b in

c at

2. hang * there**

a in

b up

c over

3.to screw ***

a up

b over

c off

4 * your peril**

a of

b out of

c at

5 to face * the music**

a —

b to

c up

6 to see room * improvement**

a for

b of

c with

7.to step * anyone's toes**

a —

b on

c in

8 to ask a neutral outsider * the opinion**

a about

b for

c on

9 to get * an idea**

a with

b from

c across

*10 *** one's depth*

a in

b from

c out of

5. Translate the sentences using new vocabulary

1. Однако некоторые фирмы, которые плохо управляют-
ся и не стремятся к чему-то большему, чем стагнация,
сильно **отстают в своей работе**.

2. Даже при проведении реформ они часто оказывают-
ся **непродуманными до конца** из-за необходимости компро-
мисса между конкурирующими интересами труда и капи-
тала.

3. Любые **сбои в работе** операционных систем будут
устранены по мере прохождения пилотного года.

4. Не откладывайте это, иначе придется за это запла-
тить. **Предупрежден – значит вооружен!**

6. Хотя его **примирительный** жест был одобрен боссом,
его все равно уволили.

7. Если бы я был на твоем месте, я бы не принимал такое
серьезное решение только **на свой страх и риск**.

8. Этот отдел давно перестал быть дойной коровой
и функционирует сейчас как **мертвый груз**.

9. Конечно, у нас есть много ошибок и проблем, но **нам есть куда стремиться.**

10. Даже он, самый **ценный сотрудник** в нашей компании, может облажаться и сейчас ему придется получить наказание.

11. Если бы он не **менял свои решения** так часто, ему бы больше доверяли.

12. Все говорят, что моя идея **сырая**, но если я смогу ее донести до нашего инвестора, мы получим свободу действий.

Text: Famous people and discipline

1. Find 10 grammar mistakes in this part of the text

Discipline is not just about sticks to a strict routine or schedule, but it also involving self-control, perseverance, and the ability to staying focused on long-term goals. Many successful individuals credits their discipline for help them overcome challenges and achieve their dreams.

For example, Mahatma Gandhi, the leader of the Indian independence movement, are known for his unwavering discipline in his nonviolent protests and civil disobedience. His commitment to his cause ultimately lead to India's independence from British rule.

Similarly, Oprah Winfrey, one of the most influential media personalities in the world, has attribute her success to her disciplined approach to her work. She is knew for her rigorous work ethic and dedication to her craft, which has make her a household name and a successful businesswoman.

2. Find 10 factual mistakes in this part of the text

Discipline is also a useless factor in the world of arts and entertainment. Renowned athlete Steven Spielberg is known for his disciplined approach to filmmaking, often working short hours and staying focused on his vision to create some

of the most iconic songs in history of the choir. In all these examples, discipline has been a driving force behind their failure, demonstrating that it is a fundamental

quality that can lead to extraordinary achievements. As we continue to admire

and learn from these remarkable individuals, we can strive to cultivate discipline in our own lives to reach our full potential.

Another example of a disciplined individual is Serena Williams, the world-renowned singer. Her dedication to her craft and relaxed training regimen have made her one of the weakest athletes of all time. Williams' discipline has allowed her to overcome numerous obstacles and setbacks throughout her career, ultimately leading her to no Grand Slam titles.

3. Find 10 extra words in this part of the text

One more example is Elon Musk, the CEO of SpaceX and of Tesla. Musk's relentless work ethic and commitment to his goals have propelled in

him to the forefront of out the space and automotive industries. His ability to

stay in focused and disciplined in the face out of adversity has been instrumental in his success.

Discipline has also been at a defining characteristic of successful leaders such as is Nelson Mandela. Spending 27 years in prison, Mandela remained disciplined in his pursuit

of justice and equality. His unwavering commitment to his cause ultimately led to the end of apartheid in South Africa and his election as the country's first black out president.

4. Fill in 10 missing words in this part of the text

In conclusion, discipline is a common among many famous individuals who have achieved great success. Whether it in sports, business, or politics, the to stay focused and dedicated to their goals has instrumental in their accomplishments. As we look these individuals inspiration, we can learn from their example and strive incorporate discipline our own lives.

Another example of the power of discipline be seen in the life of J.K. Rowling, the author of the Harry Potter series. Before achieving fame and success, Rowling faced numerous rejections and setbacks, she remained disciplined in her writing and never gave up on her dream of becoming a published author. Her perseverance ultimately paid off, and she went on to create one of the most beloved and successful book series of all time.

5. Replace 10 of the words with synonyms that matches the meaning

Furthermore, the legendary athlete Michael Jordan is often *praised* for his *unparalleled* discipline on and off the basketball court. His *relentless* work ethic, self-control, and ability to stay

focused on his goals propelled him to become one of the greatest basketball players in history.

In conclusion, discipline is a common *trait* among many famous *individuals* who have achieved great success. Whether it's in sports, business, or politics, the ability to stay focused and *dedicated* to their *goals* has been instrumental in their *accomplishments*. As we look to these individuals for inspiration, we can learn from their example and *strive* to *incorporate* discipline into our own lives.

1. How can we incorporate discipline into our own lives to achieve our goals?
2. Discuss a time when discipline has helped you achieve success in your own life.
3. Do you think discipline is more important than talent in achieving success? Why or why not?
4. What are some strategies for staying disciplined and focused on your goals, even in the face of difficulties?
5. How can discipline benefit a team or organization as a whole? Give examples.
6. Have you ever had to make sacrifices in order to maintain discipline in pursuing a goal? What were they?

Grammar focus on Unreal Condition of Present and Future

We are moving further in the way of conditional sentences. Let's consider one of the most common types of them-

UNREAL CONDITION OF PRESENT AND FUTURE

You can use present hypothetical conditionals when you are thinking about the present situation and imagining how it could be different.

If I didn't work such long hours, I wouldn't be so tired all the time. (but I do work long hours so I am tired all the time)

The structure is simple:

IF + PAST SIMPLE or PAST CONTINUOUS, WOULD/COULD/MIGHT + Vo

If I knew the boss was coming I wouldn't say so

After if we usually use WERE for all persons

If I were you I wouldn't hesitate to ask for a pay rise

By the way, here we can use inversion to sound more formal and emphatic

Were I you I'd ask for a pay rise

In formal English if you want to sound more emotional

u can use BUT FOR + NOUN or GERUND instead of IF

***But** for his support we would go bankrupt*

Grammar exercises

1. Choose the correct option

1. If I had my own business, **I'll take/ I'd take** longer holidays.

2. If I **would work/ worked** for myself, I'd be in charge of my own life.

3. What **do I do / would I do** if I was the boss? I'd pay my employees good salaries.

4. If I was in charge of my own business, I **invested/ I'd invest** in a good website and good advertising.

5. I'd hire the best and brightest people if I **own / I owned** my own business.

6. **I'll treat / I 'd treat** my customers well if I ran my own company.

7. If I **was / would be** the boss of my own company, I'd introduce an incentive scheme for all staff.

8. Everyone **had to / would have to** wear smart suits if I was in charge of my own business.

9. I'd earn more money if I **didn't work/ I wouldn't work** for someone else.

10. I'd have a flexible schedule if I **m / was** self-employed.

2. Complete the second sentence so that it means the same as the first sentence (s).

1. My colleague travels so much. He misses a lot of important meetings.

If my colleague didn't travel so much he wouldn't miss so many meetings

2. I take taxis all the time. I don't have a company car.

If I... ..taxis all the time.

3. You don't spend time building client relationships, so you have poor sales results.

If youbetter sales results.

4. I haven't done a presentation course. I don't speak at many conferences.

If I....at more conferences.

5 We don't fly business class. It costs so much.

We..... so much.

6. I work in an open-plan office. People interrupt me frequently.

If I... ..so often.

7. My boss doesn't have a PA. She's not very efficient.

If my boss... ..more efficient.

8. They haven't sent us the final order. We aren't able to close their account.

If theytheir account.

9. They don't know what to do in this situation. We are thinking of hiring new workers.

If theynew workers.

10 *The manager turns a blind eye to her complaints. She wants to resign.*

If the manager... to resign.

3. Find and correct five mistakes in these sentences. Tick (✓) the sentences that are correct.

1 *If you would to expand into Europe, would you base yourself in Paris or somewhere else?*

2 *Were I you, I would never rely on the person who flip-flops every hour*

3 *The job won't be so bad if there weren't so much travelling.*

4 *If we won the Innovation Award, it gave us a lot of free publicity, but unfortunately we won't.*

5 *Our profits for this quarter would be significantly bigger if fuel costs weren't so high.*

6 *If interest rates would go up, many people would be unable to pay their mortgages.*

7 *If I moved to Stockholm, I'd have to sell my house, so I'm going to turn down the Swedish job offer.*

8 *If investors had more confidence in the CEO, would they be less critical of the company's recent economic results?*

9 *If they wouldn't have spent so much on the new offices, they wouldn't have such cashflow problems.*

10 *Were you to do it on your own, it would be only you to face the music*

4. Underline the correct words

1 If we sent the goods by sea, the transport costs **will/would** **be** much lower.

2. If they **promote/promoted** the brand better, they'll gain market share.

3. If anyone from Head Office visits, they always **stay/will stay** in a five star hotel.

4. If I were you, **I'd/I'll** call their Technical Support number.

5. If I **have/had** more time, I'd be able to come up with a solution.

6. If it **breaks down/will break** it takes days for the service engineer to arrive.

7. If you needed the money urgently, I **could phone/could have phoned** Accounts now to try and speed up your payment.

8. If you enter the date in the wrong format, the computer **recognizes/ will recognize** the information.

9. If your second interview **goes/will go** well, I'm sure they'll offer you the job.

10 If you **would have backed up/backed** up your files more often, you wouldn't risk losing all your work.

5. Rewrite the following sentences using "IF" to make "Second Conditionals".

1 The population of the world is increasing so rapidly, that's why there is unemployment in the world.

If —————
—————

2 I cannot concentrate on my work because my colleagues are laughing very loudly.

If —————
—————

3 I am very depressed because we are experiencing a lot of problems at work now

If —————
—————

4 I don't understand the financial issues, so I don't discuss them.

If —————
—————

5 There are a lot of fatal accidents because people drive very carelessly on Fridays.

If —————
—————

6 I am sorry that I don't have much money, so I cannot help you.

If —————
—————

7 I get bored because the working day is too tedious.

If —————
—————

8 I am sorry that today is not a holiday, so I cannot stay in bed all day long.

If —————

—————

9 What a pity that I have to work tomorrow, so I cannot go travelling with you.

If —————

—————

10 I cannot get a job easily in a bank because I don't have the right qualifications.

If —————

—————

Unit 3:

Motivation

"I think it all comes down to motivation. If you really want to do something, you will work hard for it."
– Edmund Hillary

Are you tired of dragging yourself to work every day, feeling like a sloth in a suit? Well, don't fear, because we've got the perfect solution to kick your motivation into high level and turn you into a productivity powerhouse! Introducing the Motivation Master 3000 – the ultimate tool for turbocharging your work power.

With its level of the motivation technology, this little gadget will have you bouncing out of bed in the morning, ready to tackle any task that comes your way. But wait, there's more! The Motivation Master 3000 comes with an integral cheerleader feature, providing you with constant words of encouragement. If we talk seriously, laziness can often be a barrier to productivity, but it can also be a sign that employees are not properly motivated. However, there are several strategies that can be used to motivate workers to be more productive.

One approach to motivating employees is intrinsic motivation that involves finding personal fulfilment and

satisfaction in the work. This aim can be achieved by providing opportunities for employees to take on challenging tasks, develop new skills, and have a sense of autonomy in their work.

Another type of motivation is extrinsic motivation, which involves providing external rewards or recognition for good work. This can include bonuses, promotions, or public praise for a well done job.

In addition, creating a positive work environment can also help motivate workers to be productive.

Vocabulary related to motivation and employee engagement

1. **To place a premium on** – to believe that a particular quality or activity is very important

Уделять больше внимания

Modern economies place a premium on educated workers.

2. **To reap the benefits** – to get something good as a result of your own actions

Пожинать плоды

We're just beginning to reap the benefits of all our hard work.

3. **To be right up one's alley** – to be ideally suited to one's interests

Иметь идеальное совпадение интересов

This course seemed right up my alley when I signed up for it, but it ended up being dreadfully boring.

4. **To assume more responsibility** – to take on more responsibility

Взять на себя больше ответственности

Individuals are taught that they must assume more responsibility for their own development.

5. **Task to accomplish** – the task that should be completed successfully

Задание к выполнению

They found it quite a tough task to accomplish.

6. **Fixed and nonnegotiable** – arranged and cannot be changed by discussion

Фиксированный и не подлежащий обсуждению

Our project idea is impossible to change through discussions

7. **To provide incentives-** to provide motivation

Обеспечить стимулы

Awards provide an incentive for young people to improve their skills.

8. **Stellar skills/experience** – an extremely high standard skills and experience

Ведущие навыки и опыт

Stellar experience people are of an extremely high standard and valued in our company a lot.

9. **To commend** – to formally praise someone or something

Рекомендовать, хвалить

His ideas do not commend themselves to me.

10. **To redefine the standards altogether** – to revise the standards completely

Полностью пересмотреть стандарты

We will finally have to redefine our standards altogether

11. To raise the bar on one's performance – to increase the level of constant performance

Поднять планку

Since higher education became available to a greater number of people, businesses have increasingly been raising the bar for entry-level employees.

12. In a rut – be a deadlocked

В тупике

I was stuck in a rut and decided to look for a new job.

13. To consider yourself on notice – to consider that you are given a warning

Считать, что тебя взяли на заметку

You, in particular, should consider yourself on notice after this blunder

14. To avoid common pitfalls – to avoid typical mistakes

Избегать частых ошибок

For some of our newer futures traders, we put together this brief file with tips and advice to help avoid common pitfalls and issues that can arise.

15. **To show somebody the ropes** – to show someone how to do a job or activity

Ввести в курс дела

I will show you the ropes and answer any questions.

16. **To learn the ropes** – to learn how to do a job or activity

Во все вникнуть

It will take a few weeks for new employees to learn the ropes.

17. **To plummet** – to go down in amount or value very quickly and suddenly

Стремительно падать

The stock market plummeted.

18. **To pull figures out of the air** – to suddenly state something without considering it carefully or using correct information

Высасывать из пальца, строить домыслы из воздуха

She pulled a figure out of the air, an amount she thought would cover several months' rent on an office.

19. **A rat race** – a way of referring to the situation in modern society in which people compete with each other for money and power

Крысиная гонка, ожесточенная конкуренция

The rat race has finally got him down and he made up his mind to get away from it all.

20. **To look at it from a new perspective** – to see a situation from a new point of view

Увидеть ситуацию под другим углом

What might look like a threat could also be an opportunity if looked at from a new perspective.

21. **To be game** – willing to do things that are new, difficult, or that involve risks

Быть готовым на все

I'm game for whatever you want to do this weekend.

22. **To assign tasks** – to delegate tasks

Ставить задачи

I've been assigned the task of looking after the new students.

23. **To figure out** – to calculate an amount of something (for example tax/ overhead costs) /To solve, to find an answer

Понимать, решать, находить выход

Looking back on it, I still can't figure out what went wrong.

24. **Perk** – a special advantage or benefit, in addition to the money you are paid, that you are given because of your job

Привилегия

The salary is not great, but the perks make up for it.

A few useful tips on how to motivate employees

It goes without saying that there has never been a one-size-fits-all way on how to motivate your employees, but we can share with you our ideas and provide you with some useful phrases to help you cope with the problems of motivation in your team.

1. Show recognition and appreciation

It's fine that you say *THANK YOU*, but it is not enough. What you need is to implement a robust employee recognition program, which will definitely have a much greater impact on your employees. Remember: an employee, whose performance is little appreciated, is an unmotivated employee, who will lose all enthusiasm very soon.

2. Celebrate Milestones

Whether it's a birthday, work anniversary, or project completion, celebrating significant events is a great way to keep employees feeling motivated and valued

3. Encourage Professional Development

It's very important to create a special working environment where being professional is a top priority.

Remember: when you offer professional development and learning opportunities to your employees, you get rid of boredom and stale thinking. Nothing saps an employee's motivation like the feeling that she's stuck in a dead-end job.

4. Encourage bonding outside of working place

Provide your employees with opportunities to bond outside of the workplace, helping them get to know each other a bit more and build trust in the team.

5. Reward your best employees with experience perks

Arrange cooking festivals, paint nights, wine tasting, massages, parachute jumping and so on to provide your top employees with an opportunity to do something they enjoy as a direct result of their hard work.

6. Practice Transparency

A lack of transparency can destroy the trust and credibility that you've worked so hard to maintain in your team. Only by being put in the picture will your employees feel being a significant part of sth really great

7. Break big goals into more manageable chunks

Even if everyone on your team looks forward to tackling a huge new project, when the time comes to get to work, motivation can start fading because in reality it will seem

too aspirational to imagine completing it.

8. Give Your Team a free hand

Nobody enjoys being micromanaged. We all want to feel in control of our time and energy, so giving your team a free hand will demonstrate your trust, which will boost motivation

9. Gamify your most important tasks

Try turning work into a game, introducing elements of gameplay to your team's most important tasks.

10. Introduce champion friendly competition

Competition can be a great motivator but if you let it get out of hand, conflict will rise as you see morale and teamwork deteriorate. Avoid pitting your employees against each other.

11. Lead with vision

Employees need to know that all their efforts are driving towards something, it is where vision comes in. Make a visual reminder of your company's roadmap with cut out words, phrases, and images that express the destination you have in sight for the business. Encourage team members to add to it, which will give them a sense of ownership and help ingrain the vision into their daily activities

There are some expressions to help you go in this direction:

HOW TO SET EXPECTATIONS

- You know what you need to do. Do I need to spell it out for you?*
- I expect a lot from you, but I also expect a lot from myself.*
- I set the bar reasonably high, so just do the best you can.*
- I don't expect you to become a workaholic, but you need to do your best*
- I'd like to go over some goals for this quarter. Are you game?*

HOW TO ASSIGN TASKS

- Everyone just needs to carry their own weight; the rest will work itself out.*
- Please let me know what you'd like to do; I want everyone to be happy.*
- I'd like to talk about assigning individual tasks. Everyone should let me know their preferences.*

HOW TO DELEGATE TASKS

- I think this would be right up your alley. What do you think?*
- I think you'd be the best person to handle this particular job.*

- *I will delegate some tasks, but feel free to let me know if something doesn't suit you.*
- *Everyone has a specific task to accomplish; if one fails, we all fail.*
- *It ultimately comes down to this: I delegate, you do it, we all win.*
- *Your assignments are fixed and nonnegotiable.*

HOW TO REWARD EXCELLENCE

- *We consider working here the highest reward of all.*
- *We're very proud of your dedication and hard work. Keep it up.*
- *I knew I could count on you.*
- *Have I told you lately how valuable you are to this company?*
- *Our success is a direct result of the outstanding work you do here. Thank you!*
- *If you keep this up I think a bonus may be in the works.*
- *Given everything you've done, I'd like to reward you with a few paid days off.*
- *What would you like best: a vacation, a bonus, or a raise? Or would you like all three?*

HOW TO PROVIDE INCENTIVES

- *Since you need some motivation, here are the incentives for this project.*

- *Everyone needs something attainable to shoot for, so here is what I can do for you.*
- *What sorts of incentives would motivate you the most?*
- *I'd like to tailor these incentives to each person individually; that way, they'll be much more effective.*

HOW TO BUILD/INSPIRE CONFIDENCE

- *You have every reason to be confident and self-assured.*
- *I wonder why you are so modest about your accomplishments.*
- *Your stellar skills/experience should make you much more confident than you are.*
- *Feelings follow actions; if you pretend you are confident, soon you will be.*
- *I think this would be right up your alley. What do you think?*
- *I think you'd be the best person to handle this particular job.*

HOW TO BOOST YOUR TEAM'S CONFIDENCE

- *Without confidence, you've got everything to lose and nothing to gain.*
- *I hired each of you because I know you can get the job done.*
- *If you were honest with yourselves, you'd know just how great you are.*
- *Don't feel shy about your accomplishments; let them shine*

HOW TO PRAISE AN EMPLOYEE

- *I don't typically praise people, but in your case I'll have to make an exception.*
- *You do creditable work here.*
- *I'm proud of all you're done here.*
- *I don't know of a better employee, here or anywhere else.*
- *You've outdone yourself once again.*

HOW TO PRAISE YOUR TEAM

- *This team is clearly a cut above the rest.*
- *No single team has ever done as much; you are all to be commended.*
- *I have never witnessed such excellence in a team. This is absolutely unprecedented.*

HOW TO BOOST TEAM/DEPARTMENT MORALE

- *Look, these ebbs and flows are a part of life. Just roll with the punches.*
- *I know things look bleak now, but I'm hoping they will get better.*
- *I have a plan to help get us out of this morass, I promise.*
- *Let's work together to figure out a way to rediscover our joy in our work.*

HOW TO NUDGE UNDER-PERFORMERS

- *If I'm coming down hard on you, it's because I know you're capable of so much more.*
- *It's going to take some work, but I know you'll succeed if you really try.*
- *I know you're having trouble, but I am certain you will figure it out.*
- *What can we do to encourage you to raise the bar on your performance?*
- *I can see that you're in a rut, but I would like to help you out of it.*

HOW TO MENTOR A PROMISING EMPLOYEE

- *You know I'm always here if you ever want to talk about your career.*
- *I wish there was some way I could help you avoid common pitfalls on your way to the top.*
- *I've taken an interest in your career and would like to offer whatever advice I can.*
- *Some wise person once showed me the ropes here; I'd like to do the same for you.*
- *If you have the desire to succeed, I have the skills, experience, and time to mentor you.*

HOW TO ENCOURAGE INNOVATION

- *Sometimes innovation is just a matter of looking at the same thing through a different lens.*
- *I think we really need to embrace the motto «Think different.»*
- *I think we are ripe for one of those eureka moments. Are you game?*
- *There are no mistakes here – only creativity and innovation.*

COMMON COMPLAINS

Now, we would like you to look at the most common complaints people make about their work and figure out what to do and what to say in each situation. Show your best managerial skills. Let's start!

- 1. I would like a job with more responsibility, but there are very few managerial posts available*
- 2. I find the work rather boring and tedious*
- 3. They don't pay me enough. I deserve more*
- 4. All I do is work, work, work*
- 5. There are always rumours that jobs are going to be cut*
- 6. Nobody appreciates the work I do*
- 7. I always feel as if I am a weak link*
- 8. We have a glass ceiling here, no matter what and how we do*

Vocabulary exercises

1. Read the definition of the new vocabulary and write an appropriate phrase or word

- 1. To get something good as a result of your own actions -?*
- 2. Willing to do things that are new, difficult, or that involve risks -?*
- 3. An extremely high standard of skills and experience -?*
- 4. The task that should be completed successfully -?*
- 5. A special advantage or benefit, in addition to the money you are paid, that you are given because of your job -?*
- 6. Arranged and cannot be changed by discussion -?*
- 7. To calculate an amount of something (for example tax/overhead costs)./To solve, to find an answer -?*
- 8. To go down in amount or value very quickly and suddenly -?*
- 9. To avoid typical mistakes -?*
- 10. To formally praise someone or something -?*

2. Choose the correct option

- 1. A way of referring to the situation in modern society in which people compete with each other for money and power*
a) a rat race b) a rat cat c) racing d) in a rut
- 2. Willing to do things that are new, difficult, or that involve*

risks

a) to play the game b) to be game c) to gamble d) to have a game

3. To formally praise someone or something

a) to commend b) to plummet c) to command d) to figure out

4. To see a situation from a new point of view

a) to look at it from a new perspective b) to have your own point of view c) to figure out d) to learn the ropes

5. To avoid typical mistakes

a) to avoid misunderstanding b) to avoid common pitfalls c) to avoid disappointment d) to pull figures out of the air

6. A special advantage or benefit, in addition to the money you are paid, that you are given because of your job

a) present b) surprise c) perk d) pick

7. To show someone how to do a job or activity

a) to avoid common pitfalls b) to show the way out c) to show somebody the ropes d) to show the rules

8. The task that should be completed successfully

a) Task to accomplish b) task to remember c) task to forget d) task to be fixed

9. To learn how to do a job or activity

a) to learn the rules b) to learn the ropes c) to learn the music d) to learn the job

10. To calculate an amount of something (for example tax/overhead costs) /To solve, to find an answer

a) to figure out b) to make a figure c) to go out 4) to manage

3.Rephrase the sentences using new vocabulary

- 1. The company places great attention to employee wellness, offering gym memberships and healthy snacks in the office.*
- 2. If you work hard and meet your goals, you'll receive a generous bonus at the end of the year.*
- 3. With her background in finance, this new project is just what she likes*
- 4. As a senior member of the team, it's time for you to take on more responsibility and lead the project.*
- 5. We have a big task to complete before the end of the month, so we need to work efficiently.*
- 6. The company's stock price fell sharply down after the CEO's scandal.*
- 7. With his brilliant skills and experience, he was commended for his outstanding work on the project.*
- 8. The team has been in a tough spot lately, but we're working on new strategies to turn things around.*
- 9. By learning from past mistakes, we can avoid common blunders in our upcoming projects.*
- 10. As a new employee, I need someone to teach me and help me adjust to the company's culture.*

4. Choose the correct preposition

- 1.To place a premium ****

a on

b in

c at

2. To be right * one's alley**

a in

b up

c over

3 * a rut**

A in

b over

c off

4 To consider yourself * notice**

a of

b on

c at

5 To pull figures * the air**

a out of

b to

c up

6 To look * it from a new perspective**

a for

b of

c at

7. To figure ***

a out

b on

c in

8. To show somebody * the ropes**

a for

b of

c —

9. To be * game**

a out of

b —

c up

10. To assign * tasks**

a of

b on

c —

5. Translate the sentences using new vocabulary

1. Благодаря своим **выдающимся** навыкам и опыту он получил высокую оценку за успешную работу над проектом.

2. Менеджер **похвалила** команду за усердную работу и преданность проекту.

3. Генеральный директор решил **полностью пересмотреть стандарты** после серии неудач.

4. Нам необходимо **поднять планку**, если мы хотим добиться успеха в этой конкурентной отрасли.

5. Если вы не улучшите свою производительность, вам следует считать, **что вас взяли на заметку**.

6. Цена акций компании **резко упала** после публикации негативных новостей.

7. Делая финансовые прогнозы, вы не можете просто брать цифры из воздуха

8. Давайте посмотрим на это **с новой точки зрения** и выскажем несколько свежих идей.

9. **Я готов** решать новые задачи и заставлять себя достигать большего.

10. Пришло время **ставить задачи** по предстоящему мероприятию и приступить к планированию.

Text: How to motivate employees and achieve success in business

1. Find 10 grammar mistakes in this part of the text

Great leaders and managers have the ability inspiring and motivate their employees to reach their full potential and achieve greatness. They understand the importance of discipline and how it can be driven individuals to excel in their work. By setting a positive example and providing guidance, they can empower their team striving for extraordinary accomplishments. Some top managers believe that unconventional methods of motivating the team can bring excellent results. Instead of relying solely of financial rewards, they prefer to offer unique opportunities as rewards, like as concert tickets or weekend getaways. They believe that this types of rewards not only motivate employees, but also show them that they appreciate their hard work and dedication. They also strive to help the team think outside the box. For example, they might invite a motivational speaker or organise a seminar on personal development. They convinced that investing in the growth and the well-being of employees not only boost morale, but also improves overall productivity. Instead from just to offer bonuses, they organise corporate competitions with a fun prizes for the winners. They believe that this not only fosters healthy competition, but also strengthens friendships

among employees. Instead of relying on traditional methods, they prefer to be creative.

2 Fill in 10 missing words in this part of the text

Motivational content seems have become overused. What I like about Musk's motivational ideas is their unique nature. There are some of them that worth reading. "If you need inspiring words, don't do it'. Real business people don't read motivational posts, they just don't waste their time doing it. If you relying on external motivation to keep you moving, you sure you have chosen the right way?" "If something is important enough, even if the odds are against you, you should still do it." "Don't afraid of taking risks if you are determined to do something you are passionate about. If you have nothing to risk, you have nothing to gain. The reward is the direct proportion to the risk." "You should take the approach that you're wrong. Your goal is to be wrong." "Naturally, people avoid criticism because we were brought to avoid wrong. However, criticism shows you how you can improve and learn, while hearing "good job' can breed contentment and lead you to complacency.

3. Find 10 factual mistakes in this part of the text

1. Elon Musk, CEO of SpaceX and Apple, is known for offering traditional incentives to motivate his employees. For example, he

once offered a MacBook as a reward for meeting a challenging production goal at the Apple factory

2. Richard Branson, founder of the Virginia Group, is known for his unconventional approach to employee motivation. He has been known to offer employees very short vacation time and the opportunity to work remotely, as well as prohibiting company-wide parties and events to celebrate achievements.

3. Jack Ma, co-founder of Honolulu Group, is known for his creative approach to motivating his employees. He has organized company-wide talent sales and competitions, as well as offering opportunities for employees to travel and explore new cultures as a reward for their hard work.

4. Find 10 extra words in this text

4. Sheryl Sandberg, COO of the FB, is being known for her focus on her personal development and growth as a means of motivating her team.

She has been organised seminars and workshops on leadership and career development, as well as like offering opportunities for employees to have work on special projects that were align with their interests and goals.

5. Tim Cook, CEO of Apple, is known for his emphasis on work-life balance and flexibility as a means of motivating for his employees. He has been implemented flexible working hours and remote work options, as well as offering wellness

programs and fitness incentives to be promote overall well-being and motivation among his team.

5. Replace 10 of the words with synonyms

Finally, we can't help mentioning some fun **ways** of improving motivation.

Let your team make **innocent** office pranks, which will help them not only **relax** and have fun together but become more creative and have better brainstorming skills.

Arrange a special day with a fun theme (for example, **crazy** T-shirt day or fun English day). Remember that a **happy** team is a highly motivated team.

Make small **gifts**, which will **demonstrate** your appreciation. These little things can make your employees more motivated.

The list of such tips can be very long and you are likely to find your own way to **boost** motivation

1. What are some effective ways to motivate employees in the workplace?
2. How can managers create a positive work culture to motivate their employees?
3. Why is recognition and appreciation important for employee motivation?

4. How can setting clear goals and expectations motivate employees to perform at their best?
5. What role does leading by example play in motivating employees?
6. Create a recognition program for employees and outline how it can be implemented in the workplace.
7. Develop a plan to foster open communication and teamwork in the workplace to create a positive work culture.
8. Discuss the impact of employee motivation on the overall success of a company.
9. Role-play a scenario where a manager effectively motivates an unmotivated employee.
10. Research and present a case study of a company that successfully motivates its employees and has achieved significant business success as a result.

UNREAL CONDITION OF PAST

You can use past hypothetical conditionals when you are thinking about a past situation and imagining a different

result or outcome.

IF + PAST PERFECT., WOULD HAVE +V3

I would've got a bonus if I'd hit my performance targets for the year. (I didn't hit my targets, so I didn't get a bonus)

And again if you want to sound more formal u can use inversion omitting if

Had I hit my performance targets, I would have got a bonus

Grammar exercises

1. Choose the correct form

1. If you **phoned / had phoned** me yesterday, I **had told / would have told** you about the glitch in our project
2. If the new applicant **would have listened/had listened** more carefully when I was explaining, he **wouldn't have floundered/ won't have floundered**
3. If we'd **found / found** suitable premises, we'd **have moved / we had moved** long ago.
4. If I'd **known / would know** about their financial problems, I **wouldn't do / wouldn't have done** business with them. I regret doing it.
5. If our side **had been / was** better prepared, we **succeeded / could have succeeded** in the negotiations.
6. If he **wouldn't hesitate/hadn't hesitated** to ask for help, the company **would have weathered /would weather** the storm.
7. He **hadn't been /wouldn't have been** fired if he **would have done/had done** everything by the book
8. You **wouldn't be/ wouldn't have been** reprimanded if you **would prepare/had prepared** the report in time
9. If you **had sugarcoated / would sugarcoat** your CV a little, you **wouldn't receive/ would have received** that job
10. Nobody **wouldn't remember / would have remembered**

anything if he **didn't recap/ hadn't recapped** key points in a follow-up email

2. Rewrite the following sentences using “IF” to make “Third Conditionals”

1 *You faced the music because you didn't tell me the truth.*

If...

2 *He didn't get promoted because he never toed the line*

If...

3 *The company was in a touch-and-go situation because they did business illegally.*

If...

4 *She picked her colleague's brain because she couldn't use that program.*

If...

5 *My coworker did it at his peril because none of us supported him.*

If...

6 *My friend didn't do his job properly, so he was sacked.*

If...

7 *The idea was half-baked so we didn't accept it*

If...

8 *They couldn't meet the deadline so the boss increased workload*

If...

9 I didn't know that you flip-flopped again, so I wasn't ready for the negotiations.

If...

10 I didn't get the papers signed because of terrible red tape in the department

If...

11 I was not delighted because we didn't take the kudos

If...

12 I didn't have any time because I assumed more responsibility than I could bear

If...

3.Put the verb in brackets in the correct form

1. If I **/work/** harder last month, I **/get/** a bonus..

2. If I **/ have/** more time, I **/do/** it up to scratch. But I didn't have time.

3. If our manager **/provide/** incentives, we **/ be/** better motivated.

4. If I **/ see/** him at the meeting, I **/ask/** him to support us.

5. If I **/know/** him better, I **/delegate/** some of my responsibilities to him

6. If I **/see/** him at the meeting, I **/advise/** him to look at it from a new perspective

7. If I **/ have/** a better mentor, I **/ learn/** all the ropes in this business

8. I / **do**/ it if I / **give**/ a free hand

9. I / **not say**/ that he had pulled figures out of the air if he / **not take**/ all the kudos.

10. He / **not let**/ him show me the ropes if I / **not ask**/ about it myself

4. Insert a missing word

1. I would ***** finished the report if none of you had bothered me with stupid memes

2.***** you come a bit earlier you would have met our seagull boss

3. if his wife hadn't given him fake-aways, he ***** have spent a fortune in their office canteen

4. But ***** him, they would have lost that tender

5. If you ***** delegated a few responsibilities, you would have managed to finish the project in time

6. If you had thought twice before doing it, we ***** have had to face the music.

7. If we ***** seen the light at the end of the tunnel, we would have left the company long ago.

8. We would have been back on track ***** you had agreed to cut corners.

9.***** he not called it a day, we would have protested.

10. If he hadn't mitigated the effects of our poor negotiations, we would have ***** fired immediately.

5. Translate the sentences using past hypothetical conditionals

1. Если бы не ты, меня бы вчера уволили. Мой босс устраивает скандал каждый раз, когда я опаздываю.

2. Если бы тогда вы приняли во внимание мои комментарии, наша работа не была бы уничтожена одним махом / **In one fell swoop**/.

3. Если бы мы тогда заморозили / **put something on hold**/ эту сделку, бы мы не понесли такие убытки.

4. Если бы нашу программу не заморозили / **put smth on ice** / в самом начале, мы бы смогли начать свой бизнес.

5. Если бы вы предупредили нас заранее, мы бы смогли исправить ситуацию.

6. Если бы ты действовал решительно / **take the bull by the horns**/, мы бы смогли договориться с ними.

7. Если бы ты создал условия / **pave the way for**/ для нашего развития с самого начала, нас бы пригласили для участия в этом тендере.

8. Если бы вы поторопились, то этот проект уже давно бы перешел из стадии разработки в стадию завершения.

9. Если бы он не вывел компанию из того критического положения, где она оказалась во время пандемии, его бы никогда не поставили во главу / **at the helm**. /

10. Если бы они поняли раньше в каком тупике / **a blind**

alley / *окажутся, они бы отказались от этого рискованного проекта, но тогда они были готовы на все.*

Unit 4:

Workplace Difficulties

“Obstacles don’t have to stop you. If you run into a wall, don’t turn around and give up. Figure out how to climb it, go through it, or work around it.”

– Michael Jordan

Almost everybody must have already experienced at least one difficulty at their work-place. If not, it means you are at the very bottom of your career ladder and are likely to have at least one of the difficult issues in the near future. The most common problems involve bullying, lack of motivation, miserable salaries, work-related stress, redundancies, interpersonal conflicts, harassment and misunderstanding. We spend nearly half of our lives at work, and workplace issues are a common source of stress for many of us. It is impossible to imagine having any workplace without conflicts. Most issues may cause negative psychological consequences like decrease in performance and productivity, termination, loss of satisfaction, stress and a wide variety of mental health issues.

Vocabulary related to difficulties at workplace

1.To tackle- to attack or to deal with something

Решать

The company decided to tackle the issue of low employee morale by implementing a new team-building program.

2.Rota- a list which gives details of the order in which different people have to do a particular job

График

The manager created a rota to ensure that all employees had fair and equal shifts.

3.To give priority to – to give an advantage to

Уделять приоритетное внимание

The CEO gave priority to increasing diversity and inclusion within the company.

4.In the doghouse – in a state of disfavour because of something done wrong.

В немилости т к что-то сделал не так

After making a major mistake, the sales manager found himself in the doghouse with the company's leadership.

5.Surveillance — monitoring, control of something

Наблюдение, надзор

The company installed surveillance cameras to monitor employee behavior in the workplace.

6.In the works – in the process

В работе

A new marketing campaign is in the works to attract more customers.

7.Kickback – money paid back, usually secretly and illegally, in order to get a favourable job or contract

«Откат»

The supplier offered the purchasing manager a kickback in exchange for a large order.

8.Good value for money– correlation between comfortable price and good quality

Хорошее соотношение цены и качества

Конец ознакомительного фрагмента.

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