

NETWORKING

Complete the phrases below with the following verbs:

apply come develop make (x3) strike take

1. _____ someone redundant → to cause someone to lose their job because you do not need them anymore
2. _____ time off → to stop working temporarily in order to rest, recover from an illness, spend more time with your family, etc.
3. _____ to somebody's attention → to be noticed by someone
4. _____ connections → to find and get to know people who can help you, e.g. in your career or business
5. _____ up a conversation → to start a conversation with someone
6. _____ a good impression → to cause someone to notice you in a positive way
7. _____ for a job → to officially request employment, e.g. by sending your cv to an employer
8. _____ rapport → to build a feeling of trust and understanding with someone

Now complete the following sentences with suitable phrases above, changing the form of the verbs as appropriate:

1. The company went bankrupt, so he was _____.
2. She had to _____ because of her new baby.
3. The news of his resignation _____ my _____ this morning.
4. The office canteen is a good place to _____ with colleagues who you don't know very well.
5. A good salesman tries to _____ with his potential customers so that they trust him and feel comfortable.
6. I _____ for ten _____ so far this month, but no one has invited me for an interview.
7. He knows a lot of useful people. He is very good at _____.
8. Roger _____ at his interview this morning. I think he has a good chance of getting the job.

Decide if the following statements are True or False and read the first three paragraphs of the text below to check your answers.

1. More than 65% of job applicants use networking to get new jobs.
2. Only 20% of all job positions are filled with the employer advertising.

NOW READ THE ARTICLE

Now read the rest of the article and put True or False next to the following advice:

1. Networking only benefits one person.
2. It can take place anywhere and any time.
3. You should ask open questions when making new contacts.
4. You should take more than 30 seconds to talk about yourself.
5. It is a good idea to send your cv when making contact with the head of the department that you are interested in working for.
6. Send a follow-up email after making a new contact.

WRITE T or F

Find a word or phrase in the article which means...

1. train (verb, P1) _____
2. very important (adj., P2) _____
3. professional recommendations (pl. noun, P3) _____
4. an advantage for both people (2 expressions, P4) _____ , _____
5. pleasant, charming (adj., P6) _____
6. in a way that doesn't use too many unnecessary words (adv., P7) _____
7. short and clear (adj., P7) _____
8. ready for use (adj., P8) _____
9. meet by chance (phrasal verb, P10) _____

Complete the sentences below using get/got + one of the following verbs:

ask	do	fire	go	pay
select	steal	talk	think	work

1. "How did you _____ to John about the merger?" "Well, we were having lunch together and he brought up the topic himself."
2. In the end, Daniel _____ for his persistent lateness and poor attitude to work.
3. The photocopier machine seemed to be out of order, but the technician managed to _____ it _____ again.
4. "How much did the company chairman _____ last year?" "Over 100,000 dollars, I think."
5. Despite the strong competition, our advertising firm _____ to design a campaign for a multinational company.
6. Julia's son is very stubborn. She can't _____ him _____ his homework.
7. Sam's mobile _____ when he was at a bar last night. He lost several important contacts.
8. It's very late. We really need to _____.
9. The marketing seminar was pretty interesting. It _____ me _____ about ways we could improve our sales strategy.
10. I often _____ why I became involved in this kind of business.