

Working with words

Match 1–10 to a–j.

- 1 My career break gave me a new perspective ____
 - 2 The best piece of ____
 - 3 When you leave university, don't put ____
 - 4 I really feel my week off recharged ____
 - 5 He's feeling a little ____
 - 6 I'm not convinced that a gap year broadens ____
 - 7 It taught me to be grateful ____
 - 8 After the break, my career headed ____
 - 9 The new policy of flexiwork has improved staff ____
 - 10 Working there allowed me to develop some soft ____
- a uncertain about the whole project.
 - b for the things I have got.
 - c retention at our company.
 - d advice I ever got was to take a gap year.
 - e off applying for a job. In fact, it's a good idea to start looking before you leave.
 - f on life, and I balance work and leisure time more effectively now.
 - g skills like leadership and communication.
 - h your horizons. It's more of a long holiday.
 - i my batteries. I feel much more motivated about work.
 - j off in a completely new direction.

Business communication

Complete 11–18 in the presentation with expressions a–h. Write the letters in the spaces.

- a you have some misgivings
- b there are various benefits
- c It's a once-in-a-lifetime
- d I've been inspired by
- e the experience I'd gain
- f it's been a long-term goal
- g I'd like to do
- h it's a win-win situation

The thing is, ¹¹____ of mine to travel round the world, but obviously I'd like to do something useful. Anyway ¹²____ a friend who is working for an educational charity in Laos. ¹³____ this as well because it would help children in the area. They are setting up a school to educate local children. I'd help with administration, setting up computers, and I might do some teaching as well. ¹⁴____ opportunity. I understand if ¹⁵____ about letting me go for three months, but ¹⁶____ for the company. For example, you could sponsor me and print photos in the local paper. I also thought some of the staff here could raise some money for the school. And then, of course, ¹⁷____ would be invaluable for my department. It's much better than the typical training course. So, really, ¹⁸____ for us all. What do you think?

Choose the correct words in *italics* in 19–23.

- 19 I'd really *appreciate* / *intend* it if you'd give me this opportunity.
- 20 My *experience* / *motivation* for this comes from a project I worked on last year.
- 21 This is a *benefit* / *chance* I can't afford to miss.
- 22 There are also other *benefits* / *experiences* for you.
- 23 That's *likely* / *hardly* fair. I've never refused any challenges.

Language at work

Complete sentences 24–30 with the infinitive or *-ing* form of the verbs in brackets.

- 24 I'd really like _____ (take) a gap year.
- 25 I remember _____ (work) abroad after college; it was one of the best periods of my life.
- 26 I forgot _____ (attach) my CV to the email I sent, so I won't get an interview!
- 27 She regrets _____ (inform) you that she has to cancel next week's meeting.
- 28 We've arranged _____ (talk) to several companies who offer sabbaticals for staff to travel.
- 29 He stopped _____ (work) full-time, and worked freelance while he finished his PhD.
- 30 Although she was travelling in Spain for six months, she went on _____ (run) her company online.

Result _____ / 30 marks

Unit 15 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

----- cut along this line -----

Student A

You have arranged a meeting with your line manager to request a six-month career break. You would like to take part in a conservation project in the rainforests of the Amazon. It involves monitoring local animals and helping with a variety of conservation initiatives. You would work alone and with a team of five.

When you present your case:

- state what you want
- state motivation
- explain benefits
- argue persuasively
- deal with objections

Student B

An employee has arranged a meeting with you. You think he/she intends to ask for a career break.

- Find out the details.
- Find out the benefits.
- Make the objection that it doesn't help the company.
- Decide if you are convinced.

Role-play 2

----- cut along this line -----

Student A

An employee has arranged a meeting with you. You think he/she intends to ask for a career break.

- Find out the details.
- Find out the benefits.
- Make the objection that it doesn't help the company.
- Decide if you are convinced.

Student B

You have arranged a meeting with your line manager to request a year-long career break. You would like to work for a charity in Nepal, which helps new businesses get started. Volunteers give advice and training in their area of business expertise. You would be in charge of ten projects and have a team of five. You would also take an intensive course in the Nepali language.

When you present your case:

- state what you want
- state motivation
- explain benefits
- argue persuasively
- deal with objections

Unit 15 Speaking test results

Use these forms to evaluate the students.

----- cut along this line -----

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
state what he/she wants			
state motivation			
explain benefits			
argue persuasively			
deal with objections			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
state what he/she wants			
state motivation			
explain benefits			
argue persuasively			
deal with objections			

Result _____ / 10 marks