

**A WARM-UP** How important do you think the following factors are to career success? Number the factors in order of importance, making 1 the most important and 6 the least important.

<input type="checkbox"/> skills	<input type="checkbox"/> talent	<input type="checkbox"/> work habits
<input type="checkbox"/> prior experience	<input type="checkbox"/> job knowledge	<input type="checkbox"/> other
<input type="checkbox"/> physical appearance, dress, etc.		

**B READING**

## **The Five Most Effective Work Habits**

### **Advice to new workers from a CEO**

If you are new to the working world, you are eager to demonstrate your skills and knowledge. However, in addition to those, some basic work habits may be even more effective in promoting your success. Read the following advice to new workers, written by the head of a company.

- 1 Volunteer for assignments** One of the best ways to signal that you are a keen learner and are not afraid of hard work is to volunteer for assignments. However, before volunteering for a task, be sure you have the skills and knowledge to accomplish it successfully.
- 2 Be nice to people** Be nice to people regardless of their rank or position. When you are nice to people, they go out of their way to help you, and every new worker needs help in order to get ahead.
- 3 Prioritize your work** We all love to start work on things that are close to our hearts. However, these may not be the most urgent and important in our list of tasks to do. Have a list of things to do according to their strategic importance to your company. When you prioritize your work,

you are more productive, and that increases your chances of career success.

- 4 Stay positive** As someone new in the working world, you are not used to office culture. And there may be office politics that complicate things. Try to stay above politics and remain positive in the face of challenges. When you are positive, you stay focused on your goals. You make better decisions and, therefore, get more things done.
- 5 Highlight a problem but bring solutions** Offer a solution each time you highlight a problem to your boss or management. You need to remember that when you bring problems and not solutions, people may think of you as a "complainer."

These five work habits, at first glance, may seem like common sense. However, in actual working environments, people tend to forget the basics. I counsel new workers in our company to internalize this behavior and consistently use it to increase their chances of career success.



**A UNDERSTAND FROM CONTEXT** Find and underline the words below in the Reading. Use context to help you write a definition for each. Then compare definitions with a partner.

a habit	
a solution	
volunteer	
prioritize	

**B CONFIRM CONTENT** Answer the questions, according to what the CEO suggests.

- 1 Which may be most important in determining a new worker's success: knowledge, work habits, or skills?
  
- 2 Why should workers volunteer to do tasks?
  
- 3 Why is "being nice" a valuable habit to develop?
  
- 4 What is the value of prioritizing tasks?
  
- 5 How does staying positive help you be more productive?
  
- 6 What's wrong with stating a problem without proposing a solution?

### COMPREHENSION QUESTIONS

**A. Based on the information in the Reading, complete each statement by matching a phrase on the left with a phrase on the right.**

1. To show you want to learn, _____	a. be more productive.
2. Whatever a person's position, _____	b. be sure to offer a solution.
3. Prioritizing your work helps you to _____	c. volunteer for assignments.
4. Stay positive and _____	d. avoid office politics.
5. If you complain about something, _____	e. be nice to your co-workers.