

Fern is having some problems at work. Read her concerns and then use the cues to give her advice. Use *What* clauses.

1. Fern I don't feel my boss notices me. I wonder how I can make her see that I'm ready to take on more responsibility and get promoted.

You What you need is a positive attitude.

(You need a positive attitude.)

You _____

(My friend did something really smart. She wrote a letter to her boss.)

2. Fern I've been working here for over a year. How can I ask my boss for a raise?

You _____

(I would just ask.)

You _____

(You need to get another job offer and then ask for a promotion.)

3. Fern I don't think my colleagues take me seriously. How do I get more respect?

You _____

(You should wear formal business clothes.)

You _____

(You need to get additional skills.)