

READING COMPREHENSION

NAME: _____ DATE: _____

Presenting New Ideas at Work

Coming up with a great idea is only the beginning. If you want people to support it, you need to know how to present it clearly and confidently. Even a brilliant idea can fall flat if you don't put it across in the right way.

First, take some time to think through your idea. Ask yourself: What problem does this solve? How can it help the team or the company? Once you've figured that out, it's easier to explain the value of your suggestion.

When it's time to present, bring it up at the right moment. Don't just drop it on your manager when they're in the middle of something stressful. Try to find a window when they seem open to conversation—maybe during a calm meeting or a quick chat at the end of the day.

When you present your idea, get to the point quickly and use simple language. Don't go around in circles. Real-life examples can help people connect the dots and see how your idea works.

Be ready to take on board feedback. Not everyone will agree right away, and that's okay. If someone points out a weakness, don't take it personally—roll with it and see how you can improve your idea.

Most importantly, show passion. If you believe in your idea, others are more likely to believe in it too. Speak with confidence, but stay humble. After all, teamwork makes the dream work.

What does the phrase “fall flat” mean in the first paragraph?

- A. Become popular quickly
- B. Be ignored or fail to make an impact
- C. Be hard to understand
- D. Be shared with everyone

What is the first step before sharing your idea with others?

- A. Write it down as quickly as possible
- B. Make a short video about it
- C. Ask your coworkers for permission
- D. Think through the idea and understand its benefits

When is a good time to present your idea?

- A. During a very busy meeting
- B. At the beginning of the day, no matter what
- C. When your manager is free to listen
- D. Right after lunch

What helps people understand your idea better?

- A. Using many technical terms
- B. Giving real-life examples
- C. Speaking quickly
- D. Avoiding questions

How should you respond if someone gives you feedback?

- A. Roll with it and consider improvements
- B. Defend your idea strongly
- C. Ignore it completely
- D. End the conversation

Why is confidence important when presenting an idea?

- A. It makes the idea sound longer
- B. It helps others take the idea seriously
- C. It hides your nervousness
- D. It keeps people from asking questions

What does the author suggest doing before presenting?

- A. Think carefully about the problem your idea solves
- B. Tell your coworkers first
- C. Wait until you are asked to speak
- D. Create a business plan

What kind of language should you use to present your idea?

- A. Formal and technical
- B. Funny and creative
- C. Clear and simple
- D. Very short phrases only

What can happen if your idea is not shared properly?

- A. People will always support it
- B. Your manager will improve it for you
- C. It will become more popular
- D. It might fall flat and be ignored

What does the expression “teamwork makes the dream work” suggest?

- A. Working alone is better
- B. Dreams only happen at night
- C. Success comes when people work together
- D. You should only trust your own ideas

True or False Statements:

You should bring up your idea when your manager is too busy. _____

Real-life examples can help explain your idea more clearly. _____

It's not necessary to prepare before presenting your idea. _____

Listening to feedback and adjusting your idea is a positive step. _____

Showing enthusiasm can help others believe in your idea. _____