

Prepare a short talk to students of one of the Universities. Speak about career opportunities in Syngenta, i.e.

1. Training opportunities
2. Job shadowing
3. Networking events
4. Mentoring schemes
5. Promotion prospects

Stand out from the crowd; stay ahead of the rest; play the part of the team member; propel yourself forward within the company; come up with innovative ideas; to be determined; hinder the success; to broaden horizon; go beyond the scope of standard responsibilities; take a step forward;

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3 Choose the correct words in *italics*.

1 Sometimes it's important to *put / take / walk* a step backwards before you can move forward.
2 I don't want more responsibility so would prefer to *move / go / change* horizontally within the company.
3 It can often be far more interesting to *go along / lead / follow* less conventional paths than climb the promotional ladder.
4 *Broadening / Developing / Opening* your horizons and trying something new is always healthy.
5 Sometimes it takes time to *develop / work / grow* into your role and do your job well.
6 I want to do something that *aims / goes / takes* beyond the scope of my current position.
7 Doing a further training course should *place / put / post* you in a better position for promotion.
8 Inevitably, you will *come across / reach / find* a stage in life when you will welcome change and new challenges.

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SHARING IDEAS

Context

The partners at Coben Walsh, a small but expanding accountancy company, are considering making changes to their recruitment policy. In the past they have always recruited graduates, but they are finding it increasingly difficult to attract suitable candidates. Heidi Dawson, the HR Manager, and her new Deputy, Arun Chauhan, have been investigating the option of offering jobs to school-leavers. They have now called a meeting with the partners, Andy Coben and Rachel Walsh.

Make predictions what the issues for discussion might be during the meeting.

a) I suppose...
b) I believe
c) I'm pretty sure
d) I must admit that

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during this meeting.

2 ▶2.2 Listen to Extract 1 from the meeting while referring to the agenda below. Heidi is chairing the meeting and the handwritten notes are prompts to herself. Note down:

1 the points on the agenda that are covered
2 the points where any digressions or interruptions occur
3 the expressions Heidi uses for each of her handwritten prompts

start meeting and establish meeting objectives

Agenda: Recruitment policy meeting

Attendees: Heidi Dawson (chair), Arun Chauhan, Andy Coben, Rachel Walsh.

1 Outline of current recruitment issues
- recruitment difficulties *ask Arun to present his findings*
- staff retention *get Arun to talk about this*

2 Proposal to recruit school-leavers

3 Discussion

3 ▶2.3 Listen to Extract 2 from the meeting and answer questions 1–3.

1 What are the proposed conditions for school-leaver positions?
2 Why does Heidi think school-leavers would want to work for the company?
3 Why does Rachel think it would be better to focus on improving graduate intake?

4 Match expressions a–d to categories 1–4.

a You're absolutely right, but …
b You probably won't like this idea, but …
c Can I suggest we come back to this point a bit later on?
d Could I just say something here?

1 Putting forward ideas ___
2 Expressing reservations/disagreeing ___
3 Interrupting ___
4 Dealing with interruptions/digression ___

I'll get on that in a moment Perhaps you'd like to talk us through…	If I could just come in there Go ahead… I know you're not keen on it, but… The obvious solution to this problem would be to…

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You are chairing the meeting. Make sure everyone gets your point.

Student B: Turn to **page 137**. **Student C,** turn to **page 139**.

Agenda: Improving staff efficiency

1. Too much time wasted in the cafeteria.
2. Messages are not being passed on.
3. Complaints about attending training in off-site training centres.
4. High absenteeism.

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