

Unit 4 – Reading practice

Read the interview with Kathryn Bishop and put the questions in the correct place. Two questions are not used.

- A) What is your favourite book?
- B) What is an average day at work like?
- C) What is the biggest lesson you have learnt?
- D) What is the best advice you have ever received?
- E) What is the worst job you have ever had?

Women in Business: Kathryn Bishop

Kathryn Bishop works as a Consultant and is also an Associate Fellow at the University of Oxford's Saïd Business School. She has a degree in English and American literature from Wellesley College in the USA, and a Masters in English Studies from Oxford. She designs and teaches women's leadership development programmes. She has worked for financial services companies and has had a variety of roles in universities and government.

1

When teaching at Saïd, I am busy from breakfast until after dinner each night: listening, presenting, holding discussions and learning from participants, as well as checking with the administrative staff if there are any practical problems that I need to respond to.

On non-teaching days I might meet with academic colleagues to discuss new ideas or parts of the programme, or talk to people in other departments, such as marketing and business development, who make the programme happen. I have three jobs and two voluntary roles and I enjoy the variety. I regularly learn something in one job that can be useful in the other.

2

An Intimate History of Humanity by Theodore Zeldin. It has taught me to look at a problem in many different ways. I also recommend *You Just Don't Understand: Women and Men in Conversation* by Deborah Tannen, an American professor of linguistics – a book that has helped me work in boardrooms and also helped my marriage.

3

There is only so much time in a day and there is always more to do. The advice I have found most useful in dealing with this problem is, 'Only do what only you can do.' I used to manage my time carefully, but now I manage my energy.

Read the article again and answer the questions.

- 1. What did Kathryn study at university?**

- 2. Which types of organisations has she worked for?**

- 3. When does she seem busiest – on her teaching or non-teaching days?**

- 4. How many jobs does she have now?**

- 5. In which parts of her life has Deborah Tannen's book helped her?**

- 6. How does she try to organize herself?**