

Unit 4 – Reading practice

Read the interview with Anne Kiem 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: Anne Kiem

Anne Kiem is Chief Executive of the Association of Business Schools in London. Ms Kiem grew up in Australia and then studied to become a teacher and taught maths in London before moving into finance. She has worked at Barclays Bank and the Institute of Financial Services. In her free time, Ms Kiem enjoys listening to live music.

1

I like to be at my desk by 8 a.m., partly because the tube is less busy at that time, but also because it gives me some quiet time to prepare for the day ahead. I have an open-door policy and anyone can come and speak to me about anything. I want to know what is going on. It means that anything might happen, but I like it like that. I also go and talk to people to see what is going on. I escape the building at lunchtime when I can. I think it is important to try to take some time out during the day to help me not get too stressed by what is going on.

2

Perhaps the biggest is to never be afraid to ask the question 'Why?' Some of the most intelligent and successful people I know don't mind asking that question over and over again. So many things are as they are because that is the way they have always been.

3

Delivering newspapers – I was nineteen, studying at university in Australia. We had to do it at 3 a.m. before the traffic became too heavy. It wasn't difficult work, but to then go off to university and study maths was a bit strange, and I admit I sometimes found it difficult to stay awake in lectures.

Read the article again and answer the questions.

1. What was Kiem's first profession after university?
2. Why does she get to work early?
3. What does an 'open-door' policy mean?
4. How does she relax during the working day?
5. What question does she say is important to ask?
6. What was difficult about her worst job?