Lesson
15

WORDS TO LEARN

achievement
contribute
dedication
look forward to
look to
loyal
merit
obviously
productive
promote
recognition
value

Promotions, Pensions, and Awards

Study the following definitions and examples.

1. **achievement** n., an accomplishment, a completed act
   a. Your main achievements will be listed in your personnel file.
   b. Joseph's achievements in R&D will go down in company history.
2. **contribute** v., to add to; to donate, to give
   a. Make sure your boss is aware of the work you contributed to the project.
   b. All employees are asked to contribute a few minutes of their spare time to clean up the office.
3. **dedication** n., a commitment to something
   a. The director's dedication to a high-quality product has motivated many of his employees.
   b. We would never be where we are today if it weren't for many long hours and so much dedication.
4. **look forward to** v., to anticipate, to be eager for something to happen
   a. The regional director was looking forward to the new, larger offices.
   b. We look forward to seeing you at the next meeting.
5. **look to** v., to depend on, to rely on
   a. The workers always looked to him to settle their disagreements.
   b. The staff is looking to their supervisor for guidance and direction.
6. **loyal** adj., faithful, believing in someone or something
   a. You have been such a loyal advisor for so many years, I'm not sure what I'll do without you.
   b. Even though your assistant is loyal, you have to question his job performance.
7. **merit** n., excellence, high quality
   a. Employees are evaluated on their merit and not on seniority.
   b. Your work has improved tremendously and is of great merit.
8. **obviously** adv., clearly, evidently
   a. Her tardiness was obviously resented by her coworkers.
   b. This is obviously not the first time that the customer has had problems with this particular model of sander.
9. **productive** adj., useful, getting a lot done
   a. The researcher wasn't as productive when he first started working here.
   b. The managers had a very productive meeting and were able to solve many of the problems.
10. **promote** v., to give someone a better job; to support, to make known
    a. Even though the sales associate had a good year, it wasn't possible to promote him.
    b. The assistant director promoted the idea that the director was incompetent.
11. **recognition** n., credit, praise for doing something well
    a. The president's personal assistant was finally given the recognition that she has deserved for many years.
    b. Recognition of excellent work should be routine for every manager.
12. **value** v., to state the worth
    a. Employees value their colleagues' opinions.
    b. The expert valued the text at $7,000.

LIVEWORKSHEETS

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

achievements	look forward	merits	promotions
contributions	look to	obvious	recognizes
dedicate	loyalty	productivity	value

Congratulations. You have been chosen by your colleagues to receive the Keeler Award of Excellence. This prestigious award (1) _____ employees who have made extraordinary (2) _____ to the corporation over the years.

Your coworkers gave several reasons for selecting you. First, they mentioned your (3) _____ in the marketing department. In the past four years, you have had four (4) _____ in this department, all based on the many (5) _____ of your work in developing our image in new markets. In addition, your (6) _____ to the department is (7) _____ to all. Many of your coworkers mention that they (8) _____ you for advice. Your supervisor praised your high (9) _____.

The Keeler Award acknowledges an employee's (10) _____ with a $1,000 bonus. We (11) _____ to the opportunity to (12) _____ a rosebush in the company garden in each recipient's name.

The awards ceremony will be held on August 7 on the front lawn at 10:30 a.m. Again, congratulations.

LIVEWORKSHEETS

WORD FAMILIES

noun	achievement	His achievements were noticed by the vice president and he was sent to the London office.
verb	achieve	Making a list of your objectives will help you achieve them.
noun	achiever	Mr. Vadji always considered himself a high achiever.

verb	contribute	All employees were urged to contribute something useful at the staff meetings.
noun	contribution	Each of you has made a significant contribution to our team's success.
noun	contributor	As contributors to the company's outstanding year, all employees will receive an additional holiday bonus.

verb	dedicate	The manager dedicates too much time to reports and not enough time to the customer.
noun	dedication	Margo's dedication to the company was rewarded with a two-week trip to Hawaii.
adjective	dedicated	Before the change in management, he used to be a more dedicated worker.

adjective	loyal	He has been both a loyal coworker and a loyal friend.
noun	loyalty	Her loyalty to the company impressed even the owners.
adverb	loyally	The security officer loyally guarded the company's vault.

adjective	productive	The most productive team in the department will win a two-day vacation in the Bahamas.
noun	product	The new product will be released in the early spring.
verb	produce	The film was produced in Manila.

verb	promote	In order to move ahead in the company, you must promote yourself.
noun	promotion	Promotions are given to those who prove their worth.
noun	promoter	As the main promoter of the product, Ms. Ross was responsible for the marketing campaign.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

CD1
Track 15

Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.

1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. Ⓐ Ⓑ Ⓒ

3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best response.

4. Why will the ceremony be held?
   (A) To honor Darrell.
   (B) To boast about production figures.
   (C) To celebrate the opening of a new office.
   (D) To present awards.

5. When will the ceremony be held?
   (A) Today.
   (B) Tuesday.
   (C) Tonight.
   (D) Tomorrow.

6. What is the speaker's opinion of Darrell?
   (A) He is loyal.
   (B) He is not productive.
   (C) He is unimpressive.
   (D) He is not a hard worker.

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

7. Who is talking?
   (A) Two employees.
   (B) An award presenter.
   (C) Community volunteers.
   (D) A professor.

8. Who is the audience?
   (A) Students.
   (B) Customers.
   (C) Employees.
   (D) Citizens.

9. When did the company open?
   (A) 1965.
   (B) 1975.
   (C) 1985.
   (D) 1995.

LIVEWORKSHEETS

READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. When he thought about his long career, he realized that his biggest _____ was in developing the new leaders of the company.
    (A) achiever (C) achievement
    (B) achieved (D) achieves

11. She has _____ so much time and energy to the project that her name should appear on the award.
    (A) contributes (C) contributed
    (B) contribution (D) contributor

12. Hard work and _____ will help you move up the corporate ladder.
    (A) dedicated (C) dedication
    (B) dedicates (D) dedicated

13. There is no reason to question her _____ to our company.
    (A) loyal (C) loyalty
    (B) loyally (D) laurels

14. These microchips are _____ faster and more cheaply in Asia.
    (A) produce (C) product
    (B) produced (D) production

15. Because you are a valued and dedicated employee, we are _____ you to director of the department.
    (A) promoting (C) promotion
    (B) promote (D) promoter

Part 6 Text Completion

Dear Harry,

We are pleased to inform you of your promotion within our company. Starting the first of next month, you will begin in your new position as manager of the Fulfillment Department. During your years as a member of the Fulfillment Department staff, you have made many __16__ to the productivity and smooth operation of the department. We have always valued your dedication to your job, and now we are pleased to be able __17__ your hard work and fine skills with this promotion. We know you will do a wonderful job. The Personnel Department will contact you soon regarding the changes in your salary and benefits. We __18__ welcoming you to your new position next month.

Sincerely,

Madeline Kovacs
President

16. (A) contribute
    (B) contributes
    (C) contributors
    (D) contributions

17. (A) recognize
    (B) to recognize
    (C) recognizing
    (D) will recognize

18. (A) look forward to
    (B) look in on
    (C) look for
    (D) look to

LIVEWORKSHEETS

Part 7 Reading Comprehension

Questions 19–23 refer to the following memo and e-mail message.

To: All company staff
From: Claude Dubois, Personnel Manager
Re: Annual Awards Ceremony

It is time to start getting ready for the company's annual awards ceremony. It will take place at the Merrimack Hotel on Friday, November 10. Up to 15 staff members will receive awards from the company president that evening. We look to you, our company staff, to help us select deserving award recipients. Please send in your nominations for colleagues who you think merit the recognition of an award. Obviously, we would like to see names of people who have contributed more than average to the company. Send me your nominations by e-mail before October 15 so that we can have the list finalized before November 5. Thank you.

To: claude_dubois@starco.com
From: marilyn_freeland@starco.com
Subject: nomination

Hi Claude,

I would like to nominate my coworker, Janet McGhee, assistant manager of the research department, for an award. Her dedication to her job is far above average. She always works long hours to make sure she gets her job done. If she is working on an important project, she will come into the office on weekends if she thinks it's necessary to completing her job on time. The rest of us in the department always look to Janet as an example of how to get a job done right. If anyone deserves the recognition of an award for loyalty and dedication, it's Janet. I hope you will consider her as an award recipient.

Thank you.

Marilyn

19. When will the awards ceremony be held?
    (A) October 15.
    (B) November 5.
    (C) November 10.
    (D) November 15.

20. Who will suggest award recipients?
    (A) The personnel manager.
    (B) The company president.
    (C) The assistant manager.
    (D) The company staff members.

21. Why does Marilyn Freeland think Janet McGhee deserves an award?
    (A) She works on important projects.
    (B) She always works long hours.
    (C) She looks to others as an example.
    (D) She manages the research department.

22. The word *Obviously* in line 9 of the first e-mail is closest in meaning to
    (A) clearly
    (B) quickly
    (C) usually
    (D) importantly

23. The word *dedication* in line 3 of the second e-mail is closest in meaning to
    (A) ability
    (B) commitment
    (C) knowledge
    (D) attendance

LIVEWORKSHEETS