

## TEAMWORK.- Session 1.- The career ladder.

### Caso práctico

Read the text and listen to the situation.

Script

**Julian:** Hi Fred. Good to see you. It's been ages. How is everything?

**Fred:** Hi Julian, well, really bad. I've ..... been sacked.

**Julian:** No way...are you kidding? I thought you were working your way up the career ladder...What happened?

**Fred:** You know... the economic crisis, or that's what they say in the HR department... I personally think that political decisions have a direct impact on local enterprises...anyway my company is restructuring in order to become flatter – with fewer layers of management – and leaner – with fewer and more productive employees.

**Julian:** And how does that affect your position in the company?

**Fred:** As an assistant marketing manager, I'm not a key worker anymore. Downsizing is necessary to reduce costs. I was part of a team of four marketing consultants and now there is only one left.

**Julian:** I understand, if the structure is .....delayed it becomes lighter and they only have to reduce the number of management levels in the company .....hierarchy...

**Fred:** Yeah, but the worst part is that I was about to be .....appointed .....senior executive. And suddenly, I'm not productive for the company anymore...

**Julian:** I can't see how .....giving you the sack can increase efficiency and profits.

**Fred:** Actually it can. To make a long story short, if a company makes a decision about their staff and...



### Autoevaluación

Decide if the following statements are true or false:

Fred and Jamie usually meet for a chat.

- True.  
 False.

Are you sure?

Excellent!

#### Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)

Fred has been recently fired.

- True.  
 False.

That's correct.

That's not exact.

#### Solución

1. Opción correcta (Retroalimentación)
2. Incorrecto (Retroalimentación)

Jamie thought Fred was being successful in his professional career.

- True.  
 False.

That's right!

Perhaps you need to read the text again.

#### Solución

1. Opción correcta (Retroalimentación)

2. **Incorrecto** (Retroalimentación)

**Downsizing means that the company reduces the number of employees.**

- True.  
 False.

Fantastic!

That's not correct.

### Solución

1. **Opción correcta** (Retroalimentación)  
 2. **Incorrecto** (Retroalimentación)

**Fred has been dismissed because he's a manager.**

- True.  
 False.

Great!

Not really.

### Solución

1. **Opción correcta** (Retroalimentación)  
 2. **Incorrecto** (Retroalimentación)

## Think about it

**Discuss in the forum:**

If you work...

- ✔ Has your organization been restructured?
- ✔ Do you have performance reviews (regular meetings with the managers to discuss the way you are doing your job)?
- ✔ What are the advantages and disadvantages?

If you don't work...

- ✔ Would you prefer a job for life or a more flexible career?
- ✔ Would you like regular performance reviews?

What do you think Jamie's final statement means.

- ✔ I can't see how giving you the sack can increase efficiency and profits.



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[Aviso Legal](#)

## 1.- What to say: The career ladder.

Getting promoted isn't easy. \_\_\_\_\_ Top-notch skills and the appropriate education isn't always enough. You really need to stand out from the competition. What can you do? Here are some tips to make climbing the career ladder easier.



- ✓ **Paragraph 1:** Be known as a hardworking, self-motivated employee. Build a reputation for doing high-quality work. Be a team player. Be concerned about the success of the company. Don't take long breaks and don't read or respond to unnecessary text messages while working.
- ✓ **Paragraph 2:** Make connections at the workplace, especially with managers. Also, make connections with people you interact with for business purposes. Join organizations. Building a network can help you climb the career ladder.
- ✓ **Paragraph 3:** You're more likely to get promoted if you willingly take on higher levels of responsibility. If required, learn new skills and take on new tasks. If there's a team project, volunteer to be the team leader.
- ✓ **Paragraph 4:** Be the employee who's willing to perform tasks outside of his or her job description. Be creative and come up with innovative ways to take care of tasks. Also, be flexible with regards to your career. Effectively adapting to new situations increases the chances of climbing the career ladder.
- ✓ **Paragraph 5:** Talk to people who have achieved your career \_\_\_\_\_ goal and ask them how they did it. Get tips by reading books and articles written by successful people.
- ✓ **Paragraph 6:** If you desire to become the manager of a particular department, simply ask the appropriate person what it takes to become the department manager. Also, by asking the question you're letting management know you're ambitious and you're a \_\_\_\_\_ contender for the position. At an appropriate time, explain to management how your career advancement will benefit the company.
- ✓ **Paragraph 7:** Share your thoughts and good ideas with others. Show your creativity. People will appreciate your contribution.
- ✓ **Paragraph 8:** Put in some \_\_\_\_\_ overtime or work on weekends without being asked. You'll be noticed for the extra work. Go beyond the \_\_\_\_\_ call of duty. Volunteer for additional projects. Select projects that will increase your visibility.

Once you get the job you want, make sure to work hard and show management that they made an excellent choice!

Text adapted from <http://careeralley.com/careers/practical-tips-for-climbing-the-career-ladder/>

### Autoevaluación

Read the text and match the paragraphs with their titles.

### Matching exercise

Titles	Match	Paragraphs
Ask for guidance.	<input type="checkbox"/>	1.-Paragraph 1.
Be flexible.	<input type="checkbox"/>	2.-Paragraph 2.
Don't watch the clock.	<input type="checkbox"/>	3.-Paragraph 3.
Emulate others.	<input type="checkbox"/>	4.-Paragraph 4.
Exemplary employee.	<input type="checkbox"/>	5.-Paragraph 5.
Networking.	<input type="checkbox"/>	6.-Paragraph 6.
Present your ideas.	<input type="checkbox"/>	7.-Paragraph 7.
Responsibility.	<input type="checkbox"/>	8.-Paragraph 8.

Enviar

Easy, wasn't it?

### Think about it

Write in the forum:

- ✓ Do you think the above tips are useful? Why / why not?
- ✓ Would you add any other pieces of advice to this list?

## 1.1.- Expressing likes and preferences.

### Citas Para Pensar

"Mistakes are merely steps up the ladder."

*Paul J. Meyer.*

Look at the list of verbs below to know how to express likes, dislikes and preferences:

#### Expressing likes:

- ✓ Like + **-ing**: *I like going on holidays in July.*
- ✓ Would like + **to infinitive**: *I'd like to thank you for this very informative conference.*
- ✓ Love + **-ing**: *Martin loves visiting exotic places.*
- ✓ Enjoy + **-ing**: *She enjoys working in the IT department.*
- ✓ Don't mind + **-ing**: *He doesn't mind sharing his business experience with others.*
- ✓ Be keen on + **-ing**: *I'm keen on travelling.*
- ✓ Be fond of + **-ing**: *We have always been very fond of sponsoring sport personalities.*



#### Expressing dislikes:

- ✓ Dislike + **-ing**: *We dislike unnecessary paperwork.*
- ✓ Hate + **-ing**: *I hate being a sales person. I'm going to look for another job.*
- ✓ Can't stand + **-ing**: *I can't stand going to .....crowded places at the weekend.*

#### Expressing preferences:

- ✓ Prefer: It can be followed by **infinitive** or by **-ing**: *I prefer sunbathing to swimming.*
- ✓ Would rather ('d rather): It is followed by **infinitive without to**. *I'd rather concentrate on design than accountancy.*

For permanent preferences **prefer** is used, however when expressing something someone prefers to do at a given moment **would rather** is used instead.

### A piece of advice

When establishing two preferences use **to** with **prefer** and **than** with **would rather**:

- ✓ *I prefer sunbathing **to** swimming.*
- ✓ *I'd rather concentrate on design **than** accountancy.*

### Think about it

Look for a partner in the forum to express your likes and preferences using the questions below:

- ✓ What do you prefer: being self-employed or working for somebody else? Why?
- ✓ Would you rather work in Spain or in an English-speaking country?
- ✓ Is there anything you can't stand when working with other people?

## 2.- How to say it: Modal verbs (can/could/be able to).

To make requests and express possibility you need to use Modal Verbs like **can** and **could**. Remember that they are always followed by Infinitive without to:

When you want to make a **request**, you are going to use:

- ✓ Can
  - ✦ *Can I have your name and email address, please?*
- ✓ Could (if the request is more polite)
  - ✦ *Could you tell me about it?*



To express **possibility**, you are going to use:

- ✓ Can
  - ✦ *You can change the way your company operates.*
- ✓ Could (if it is a remote possibility)
  - ✦ *You could find a better offer in another department store.*

Apart from making requests and expressing possibility, there are more uses of **can**:

- ✓ Ability
  - ✦ *We can speak English.*
- ✓ Permission
  - ✦ *You can't smoke here, but you can smoke in the garden.*

If you want to express **can** in the past, you are going to use **could**:

- ✓ *I could swim across that river when I was young.*

But, if you want to express **can** in the future, you are going to use **will be able to**:

- ✓ *I'll (will) be able to travel on the second half of July.*

### Think about it

Look at the two modal verbs and tell me how to form the negative form of **can** and **could**.

- ✓ Can't
- ✓ Couldn't
- ✓ Yes, we add 'not' or the contraction 'n't' to the modal verb as with any other auxiliary verb.

### Ejercicio Resuelto

Click to read the Spanish translation.

En español, el verbo modal **can** tiene los siguientes usos:

- ✓ Hacer peticiones (usa **could** si es una petición formal).
- ✓ Expresar posibilidad (usa **could** si la posibilidad es remota).
- ✓ Expresar habilidad.
- ✓ Pedir y dar permiso.

El pasado de **can** es **could**.

El futuro de **can** se expresa con **will be able to**.

La forma negativa de **can** es **can't** y la forma negativa de **could** es **couldn't**.

## 2.1.- Now you put it into practice.

Let's see if you have understood the explanation above.

### Autoevaluación

#### Complete the rules:

- ✓ We use  and  to make requests.
- ✓ We use  to make a request politely.
- ✓ We use  and  to express possibility.
- ✓ We use     to express **can** in the future.
- ✓ The contracted negative form of **can** is .



Enviar

It wasn't difficult, was it?

### Autoevaluación

#### Fill in the blanks with CAN or CAN'T:

- ✓ I'm sorry but you  smoke here.
- ✓  you speak French? No, I .
- ✓ You  leave your bags at reception.
- ✓  you sign here, please?
- ✓ You  visit different tourist attractions.
- ✓ Children under 12  travel alone. They must always be accompanied by an adult.
- ✓ Where  I find a tourist information office?
- ✓ Where are you? I  see you.

Enviar

I'm sure it was a piece of cake.

### Autoevaluación

#### Write the phrases in brackets in their correct forms into the gaps.

- Last week we  swimming, but this week can. (can / not / go).
- Maybe your friend Lara  a new house next year. (can / buy).
- If you try hard, you  your exams. (can / pass).
- When I was four, I . (can / not / swim).
- George  his homework when his desk is in such a mess. (can / not / do).
- They were so busy, they  me a text message. (can / not / write).
- Larry  his jacket. He can wear it again. (can / clean).

Enviar

- Last week we **couldn't go** swimming, but this week can. (can / not / go).
- Maybe your friend Lara **will be able to buy** a new house next year. (can / buy).
- If you try hard, you **will be able to pass** your exams. (can / pass).
- When I was four, I **couldn't swim**. (can / not / swim).
- George **can't do** his homework when his desk is in such a mess. (can / not / do).
- They were so busy, they **couldn't write** me a text message. (can / not / write).
- Larry **was able to clean** his jacket. He can wear it again. (can / clean).

### Think about it

#### Read the following situations and form sentences using the words in brackets.

- You want your client to sign a document. Ask him/her to do it. (could)
- Explain to your friends that it's not possible to go with them on holidays next July. (able)
- You want to see your client's passport. What do you say? (can)
- Ask a person if it's possible for him/her to speak German. (can)

- Could you sign the document, please?

2. I won't be able to go with you on holiday next July.
3. Can I see your passport, please?
4. Can you speak German?

## A step ahead

To practice what you have learnt on modal verbs you can go to the following web page where you'll find basic information about modal verbs and you can do a quiz to consolidate your knowledge.

[Modal verbs.](#)

If you want to know the difference in pronunciation between can and can't, listen to some practical examples in the following link.

[Can / Can't.](#)

## 2.2.- Connected speech: Linking.

So, what is it that native speakers do when stringing words together that causes so many problems for students?

When we speak naturally we do not pronounce a word, stop, then say the next word in the sentence. Fluent speech flows with a rhythm and the words bump into each other. To make speech flow smoothly the way we pronounce the end and beginning of some words can change depending on the sounds at the beginning and end of those words.



Sometimes, a consonant and a vowel are linked, as we tend to drag final consonants to initial vowels or vice versa. For example:

- ✓ *Get on. (geton)*
- ✓ *Not at all. (notatall)*
- ✓ *It's no joke. (snow joke)*

When one word ends with a vowel sound and the next word begins with a vowel, another sound, a /w/ or /j/ can be added depending on the particular sounds to make a smooth transition.

Text adapted from <http://www.bbc.co.uk/worldservice/learningenglish/grammar/pron/features/connected.shtml> and <http://www.teachingenglish.org.uk/articles/connected-speech-2>

## Ejercicio Resuelto

Click to read the Spanish translation.

Cuando pronunciamos un discurso en inglés debemos enlazar unas palabras a otras para conseguir fluidez al hablar. Por eso, si en una frase una palabra termina en consonante y la siguiente empieza por vocal debemos unirlos.

## You should know

Access the following website where you will find examples of linking. Download and listen to the examples. Then repeat the sounds.

[Connected Speech Practice.](#)

## 2.3.- Consonants.

And now let's take a look at the consonant sounds. There are 24 English consonant sounds.



**Consonants**

Sound	Key word	Most usual spelling
p	Paper	p, pp
b	Book	b, bb
k	Key	c, k, ck
g	Glue	g, gg
f	Flower	f, ph, ff
v	Vase	v
t	Tea	t, tt
d	Desk	d, dd
s	Snake	s, ss
z	Zero	z, s
ʃ	Shop	sh, ti(+vowel)
ʒ	Television	(an uncommon sound) si, ge
θ	Thumb	th
ð	Mother	th
tʃ	Chair	ch, tch, t(+ure)
dʒ	Jazz	j, dge
l	Left	l, ll

Sound	Key word	Most usual spelling
r	Right	r, rr
w	Work	w, wh
j	Yes	y, before u
m	Map	m, mm
n	Nine	n, nn
ŋ	Sing	ng
h	House	h

### A step ahead

Would you like to practise the consonant sounds? You can visit the following websites, click on the pictures, listen to the words and the sounds, and repeat.

[Consonants.](#) Text summary

[More consonants.](#) Text summary

**Visit the following websites, watch the videos and repeat the sounds.**

[Pronunciation exercise: Consonants 1](#) Text summary



### 3.- Words you need: The career ladder.

The term "career ladder" is a metaphor used to talk about job promotion. In business and human resources management, the ladder typically describes the progression from entry level positions to higher levels of pay, skill, responsibility, or authority. Because the ladder does not provide for lateral movement, it is assumed to be a singular track with the greatest benefits at the top.



Text adapted from: [http://en.wikipedia.org/wiki/Career\\_ladder](http://en.wikipedia.org/wiki/Career_ladder)

#### Career ladder

English	Spanish
Career path.	Trayectoria profesional.
Work your way up the career ladder.	Ir ascendiendo.
Get a promotion.	Obtener un ascenso.
Resign.	Dimitir.
Hand in your notice.	Presentar la renuncia.
Job insecurity.	Inseguridad laboral.
Performance review.	Evaluación del rendimiento.

#### Losing your job

English	Spanish
If you do something wrong, you can be...	Si haces algo mal, puedes ser...
Fired.	Despedido o despedida.
Sacked.	
Terminated.	
Dismissed.	
If you haven't done anything wrong, you can be...	Si no has hecho nada mal, puedes ser...
Laid off.	Despedido o despedida.

English	Spanish
Made redundant.	
Offered early retirement.	Se te ofrece una prejubilación.
Employees who are made redundant can get outplacement advice.	A los empleados y empleados a los que se ha despedido, se les ofrece ayuda para conseguir recolocarse.

### Autoevaluación

Complete the sentences with words from the charts above.

- We used to have regular performance  with one of the managers.
- A few months ago they started laying staff .
- I was made  last year.
- My friend Tom has recently been promoted. He knows how to  his way up the career ladder.
- My boss offered to help me to find another job, but I refused to accept his  advice.
- Larry handed in his  last July. He said he needed to rethink his career path.

Enviar

Easy, wasn't it?









### A step ahead

State and local governments in the States are trying to cut spending. Pay and benefits for public workers have been a subject of intense debate. If you want to find out more about this issue, visit the following website, listen to the recording and complete the text.

[Future payments for retirees are big issue now for US States.](#)

## Appendix.- Licenses of Resources.

### Licences of Resources used in session 01. "The career ladder"

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
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