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To: IELTS Prep Group
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Lesson Objective

The student shall be able to use "power words" as part of their oral vocabulary, read and comprehend both social and business language and demonstrate effective oral communication skills

Section One

Vocabulary

Match the correct word in column A with the definition in column B, then use in a sample sentence

Evaluation Criteria: Ability to understand definitions of English vocabulary

Column A	Column B
VOCABULARY	DEFINITION
1. OPPORTUNITY (noun)	A. A supportive system of sharing information and services among individuals and groups having a common interest.
2. NETWORKING (noun)	B. the execution or accomplishment of work, acts, feats, etc.
3. PERFORMANCE (noun)	C. Causing feelings of loathing; disgusting; revolting; repulsive.
4. COMPENSATION (noun)	D. To come between disputing people, groups, etc.; intercede; mediate.
5. LOATHSOME (adjective)	E. A person's place of employment.
6. INTERVENE (verb)	F. a fixed compensation periodically paid to a person for regular work or services.
7. WORKPLACE (noun)	G. Something given or received as an equivalent for services, debt, loss, injury, suffering, lack, etc.; indemnity.
8. SALARY (noun)	H. A situation or condition favorable for attainment of a goal.

Section Two

Reading Comprehension and Pronunciation skills.

Evaluation Criteria: Ability to effectively read and comprehend written English in a social or business environment.

ARTICLE A

Top 4 reasons why people hate their job- and what to do about them

Source

Though there's a reason they call that thing we do at the office "work," just because you're earning a paycheck doesn't mean you need to be miserable day in, day out. Yet more than half of U.S. adults identify as being unhappy at work. Job site Hired did some digging to see what it is that makes Americans so dissatisfied, and here are the reasons it uncovered that explain this trend.

1. Few or little opportunity for advancement

There's nothing worse than the feeling of knowing you're stuck in a dead-end job. It's no wonder, then, that having virtually no chance of getting ahead is the thing that bums working Americans out the most.

If you're stuck in a job with no real future, the solution is simple: Put yourself out there and find a better opportunity. You may need to do some serious networking to get there, whether it's aggressively reaching out to industry contacts or attending conferences in the hopes of snagging an opening somewhere. You may even have to work on building up some of your skills to ensure that you're qualified for a more desirable role, which could mean taking a class or renewing a certification. But no matter what specific steps end up being involved, the key is to get out of a dead-end situation before your performance and sanity start to suffer.



2. Company culture

It's one thing for your employer to expect that you show up on time and work your hardest during business hours. But it's another thing to work in an environment where 50 hours a week on the job is nowhere near respectable, and leaving at 5:00 p.m. is considered a half-day. In fact, another major reason why so many folks can't stand their jobs is that they're just plain unhappy with the company culture they're subjected to.

If you feel that your company culture is rooted in unreasonable demands, and that employees just aren't respected across the board, it's time to work somewhere that better aligns with your personality and expectations. Finding the ideal fit isn't easy, but once you identify some leads, do your research to see how employees tend to be treated. This might mean reaching out to people you know at those companies or checking out anonymous company reviews on sites like Glassdoor.

3. Being underpaid

Not shockingly, a large chunk of working Americans are dissatisfied with their paychecks. If you're convinced you're being underpaid, you have one of two choices: find a better-paying job elsewhere or gear up to negotiate a raise.

The latter might actually be less intimidating than you'd think, provided you come in prepared. To successfully fight for a raise, do your research to see what other professionals in your industry are making. Sites like Salary.com make it easy to see how your compensation stacks up based on your job title and geographic location.

Once you've compiled some data, make a list of your accomplishments to date, and show the powers that be at your company why you're such a valuable asset. If you can simultaneously prove that you're not getting the going rate, and that your employer truly needs you, there's a good chance you'll score that much-needed salary bump.

4. Loathsome managers and coworkers

Sometimes, the people you work with, and for, can make or break your experience on the job. Given the amount of time some of us spend at the office, it's not surprising to learn that a large number of Americans are unhappy at work primarily because of the people they're surrounded with. But while dealing with a toxic coworker or terrible boss is no picnic, there are ways to mitigate your suffering if you're otherwise happy where you are.

If it's an annoying or unscrupulous colleague who's bringing you down, your best bet is to distance yourself from that person to the greatest extent possible. Ask to be assigned to a different project or team, and do your best to carve out a position that keeps your interactions with that dreaded coworker to a minimum. If that's not an option, document any and all incidents in which that person steps over the line. If you have a decent human resources department, someone will have no choice but to intervene.

Dealing with an awful boss is far more challenging, but if you do your best to understand what sets your manager off, you can take steps to avoid those scenarios, thus minimizing conflict. You might also try talking things out with your boss, assuming he or she is a minimally reasonable human being. If that doesn't work, there's always the option to ask for a transfer to another department or team. And don't hesitate to keep a log of interactions where your boss acts inappropriately so that you have a leg to stand on if an HR conversation becomes necessary.

ARTICLE B

How to research company culture-----before you take the job

[Source](#)

1. *There's a lot you can't see during the job interview process.*

Maybe you've visited the office. Maybe you've lunched with some potential new coworkers. But have you talked with colleagues about pay? Sat in on a meeting? Scoped out the C-suites?





"There's so much talk about finding a supportive workplace as a woman," says the site's founder, Ursula Mead. "And it's really important that you've done your homework."

2. Especially for young women researching their first jobs, doing the homework becomes more important than ever. As high-profile companies like BBC and Uber roil with reports of pay disparity and harassment, women are looking for ways to learn more about how a company treats female employees -- before they ever set foot inside the office.

According to reviews on InHerSight, three key things are most likely to affect a woman's happiness at a company: salary satisfaction; a safe, respectful work environment; and responsiveness from upper management and human resources, especially when it comes to complaints about other colleagues or overall work culture.

But these are things that may never come up during a job interview process.

3. Think about questions that matter to you -- and ask them early on
Prioritize the questions that matter most to your overall job satisfaction, and make a point of asking them during any facetime you have with your future supervisor.

A couple suggestions from Georgene Huang, co-founder of Fairygodboss, another site for women to discuss jobs and careers:

- How many women hold leadership positions?
- How many women were promoted in the last year?
- How long do women stay at the company?

Huang shares this pro tip: If work-life balance is important to you, ask to visit at the end of the workday to see what the office feels like at 6 p.m. "If I walked out the door at 6, would I get the stink eye?" she says.

4. Check the numbers

Mead says the most important thing is differentiating a company's description of its employees' happiness from authentic experiences, as described by actual employees. Sites like InHerSight and FairyGodboss can help with that. They rank workplaces by salary, by the number of women in power, by women's reported satisfaction and more. A company like Etsy, for example, earned a 4.4 star score on InHerSight, rating highly for its professional opportunities and family leave options.

And anonymous reviews can lend some insight about the company culture, including stories of interactions with management, salary negotiations, leaves of absence and more. On Fairygodboss, one reviewer notes that at Etsy women "feel equal to men and valued."

But Huang cautions against weighing a single review or number too heavily. "There's a lot of salary info out there right now, so you have to triage," she says.

5. Talk to a real person

Early on in the interview process, ask the hiring manager to set up a chat with a colleague, and ask her the questions above to see how transparent a company is with its employees about benefits and more.

Mead also suggests searching through your LinkedIn connections and reaching out to someone yourself, independent of the hiring manager's recommendation. These connections could be alumna from your college, conference friends or even far-off acquaintances from your own network.

Professional groups on Facebook and Slack can also connect you to women with experience at your company, all of which can give you the intelligence you need most: stories, anecdotes and personal experiences about what it's like to work in the office every day.

"The ratings sites and review sites like ours and Glassdoor are great places to start the research because you can get a sense of the trends," Mead says. "But it's really helpful when you have people on the ground you can reach out to."