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To: IELTS Prep Group
Subj: IELTS Reading lesson 4-12-2017

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

Evaluation Criteria: Ability to understand definitions of English vocabulary

MATCH THE WORD WITH THE CORRECT DEFINITION

VOCABULARY	DEFINITIONS
1. Promotion (Noun)	A. The administrative personnel or apparatus of a business.
2. Organization (Noun)	B. To work, one with another; cooperate, as on a literary work.
3. Collaborate (Verb)	C. A route, course, or track along which something moves.
4. Lateral (Adjective)	D. The act of estimating or judging the nature or value of something or someone.
5. Skills (Noun)	E. the execution or accomplishment of work, acts, feats, etc.
6. Path (Noun)	F. The ability, coming from one's knowledge, practice, aptitude, etc, to do something well.
7. Appraisal (Noun)	G. Advancement in rank or position.
8. Performance (Noun)	H. Pertaining to or entailing a position, office, etc., that is different but equivalent or roughly equivalent in status, as distinguished from a promotion or demotion.

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

5 Tips to Improve Your Career Development

Source

1. Career management isn't just a nice-to, it's a must do if you expect to gain maximum success and happiness from the hours you invest in work. Face it, you are likely going to work 40 hours a week for your adult life. Why not make it the best 40 hours that you can create?

Career management in which you plan and work to obtain new skills, capabilities, and experiences, is the answer. Share your goals with your boss and you have a partner who can help you broaden your experience.

2. When most employees think about their careers, they have not thought past their current job or the next promotion that they'd like to receive. They need to broaden their short-term thinking. As employees are promoted up the organization chart, fewer jobs become available, yet continuing to grow skills and experience should still be a priority for people obtaining value from their career.





Here are a few ways in which you can collaborate with your boss to manage your career.

- Job shadows other employees in your company to learn about different jobs.
- Explore lateral moves to broaden and deepen your experience.
- Attend classes and training sessions to increase your knowledge.
- Hold book clubs at work to develop knowledge, and share terminology, concepts, and team building with coworkers.
- Seek a mentor from a different department that you'd like to explore.

3. 5 Tips for Career Development

Here are additional thoughts about career management and Dr. Tracey Wilen-Daugenti (pictured), Vice President and Managing Director of Apollo Research Institute and Visiting Scholar in Stanford University's Media X program, recommends five additional career management strategies.

- Could your career development and management use help to gain momentum? People who are the most successful and satisfied in their careers have proactively determined what they want from work. Once they've decided on their goals, they make a plan to accomplish the goals.
- Developing a timeline with career goals and expected milestones is also an effective way to manage your career. Bringing your boss and his or her sponsorship and mentoring into the picture will ensure that you have an internal mentor who will help you manage your career.

4. Continued...

- Some companies have formal programs to help employees develop their careers. In others, you will need to informally pursue your career development. Companies with programs generally focus energy on helping employees develop and follow a career path.
- The career path is discussed at several meetings bi-annually with the employee's boss. The company doesn't own the career path; the employee does. But, the company demonstrates commitment to its employees by assisting where possible with resources of time and dollars.
- Career paths are recommended for the same reason that I recommend goals. They are the written plan that can help each employee focus on what is most important to his or her fulfillment and success. Without a plan, you can feel rudderless and you have no benchmark against which you can measure your progress.

5. 5 Tips for Strategic Career Management

Dr. Tracey Wilen-Daugenti, Vice President and Managing Director of Apollo Research Institute and Visiting Scholar in Stanford University's Media X program, recommends these additional career management strategies. "Succeeding in a demanding, changing workplace requires a strategic career management plan. Employers want to attract, hire and retain employees who provide the best value. So consider yourself a business with a product to sell, and create a strategy for marketing your workplace value.

Data from the Apollo Research Institute on the future of education, work and careers suggests the following five career management strategies:

- "Proactively engage your manager in a discussion about your career goals, and collaborate to create a career development plan. The most significant opportunity to exert influence is to involve your manager in the career planning process.

6. Continued....

- "Investigate short- and long-term skill requirements. If your goal is to be the Vice President of Human Resources, understand the education, skills, technology, and experience requirements, and develop interim career plans for achieving your long-term career goal.
- "To increase your knowledge of career options, request one-on-one informational meetings with colleagues and managers. The purpose of these brief meetings is to gather information to help you make educated career decisions. People are generally willing to share their success stories and advice.

7. Continued...

- "Volunteer to complete challenging projects and assignments. One of the best ways to advance your career is to identify an organizational problem and propose a solution. By offering to implement the solution, you will not only increase your visibility as a problem-solver in the organization, but you might also expand your skills in the process.
- "Consult the Human Resources department to learn about career development and job opportunities such as tuition reimbursement for a college degree or certification, in-house technical or professional training courses and available job openings. Take advantage of available opportunities. Maintain your momentum and commit to continuous skill building and improvement. By planning your career strategy, you are increasing your chances of staying employable and achieving your long-term career goals."

Each of us has a certain number of years to invest in working and making a living. Having a job is fine, but creating a career will maximize your opportunities for success. To have a successful career requires that you pursue career management strategies like these.

A successful career doesn't happen unthinkingly. It needs planning, tending, and frequent review. Are you ready to pursue these career development strategies?

ARTICLE B

How Do I Make a Career Path Plan?

[Source](#)

1. Career pathing is the process used by an employee to chart a course within an organization for his or her career path and career development. Career pathing involves understanding what knowledge, skills, personal characteristics, and experience are required for an employee to progress his or her career laterally, or through access to promotions and / or departmental transfers.

Career pathing requires an employee to take an honest look at his or her career goals, skills, needed knowledge, experience, and personal characteristics.

Career pathing requires the employee to make a plan to obtain what is necessary in each of these areas to carry out his or her career path.

2. You Owe Yourself a Career Path Plan

Are you reaping the benefits of a thoughtfully developed, written, employer-supported career path plan? Creating a career path, or career pathing, is an essential component of your life-long career management.

A career path plan is also a critical factor in performance development planning (PDP) in which a supervisor and reporting employee discuss and plan developmental opportunities for the employee. The PDP is important because it is written,





shared with the supervisor, generally tracked by the organization for effectiveness, and reviewed quarterly (recommended) or regularly.

The performance appraisal, in some organizations, is also an opportunity for career pathing. Career pathing is also perceived, in organizations with a formal process, as having institutional support.

3. The career path encompasses both the employee's desired destination and the steps, experience, and development he or she will need to make progress on the journey. A career path gives the employee a sense of direction, a way to assess career progress, and career goals and milestones.

Developing a career path is easier, and more supported, in an organization that has a PDP process, or an effective performance appraisal or career planning process.

You can, however, as an individual employee, make your own career path plan. You are the individual for whom the career path is the most important. You deserve a thoughtful career path plan.

4. How to Develop a Career Path

You can develop a career path by taking a look at your desired job / jobs within your organization. Then, chart a course through jobs and departments, with the help of your supervisor or manager and Human Resources staff that is the most likely career path that will let you achieve your goal.

Recognize that obtaining the job you desire may require lateral moves, departmental transfers, and job promotions along the way, if you are to achieve your goal.

Attaining your desired goal will also require that you develop skills, pursue employee development opportunities, and obtain certain experiences as you progress along your career path through your organization.

Coaching from your supervisor and mentoring assistance from a more experienced employee, probably an employee with a position above yours on the organizational chart, will help.

5. Additional Considerations in Developing a Career Path

Three additional considerations exist when you develop your career path plan.

- **You need to decide on your career goals and desired jobs.** While coaching and mentoring may help you arrive at several possible career options, a complete career exploration is your own task outside of work. You can contact career professionals at your college career services offices, local community colleges, or research online where career information and career tests and quizzes abound. Dawn Rosenberg McKay offers comprehensive information about career choice and career planning.
- **Put your career path plan in writing.** If you are lucky enough to work within an organization that has an employee performance and / or career development process, the written plan is an integral component. If not, put your own plan in writing and share it with your supervisor, Human Resources, and involved others. Writing down your goals is an integral part of achieving them.
- **You own your career path plan.** You can seek assistance from others, but you are the fundamental recipient of the rewards earned by following a planned career path. You are responsible for seeking a mentor, applying for internal job



openings, and developing the skills and experience necessary for you to achieve your goals. Never forget this significant fact: you own your career path plan. No one will ever care as much as you do.

6. How to Support Effective Career Path Planning and Development

Employees want to see and understand their next opportunities within their company. This is especially important for ambitious employees who want and expect to see career development opportunities to be satisfied and motivated at work.

A thoughtful career path plan is a key factor in employee engagement and employee retention. An organization contributes to an employee's ability to develop a career path by making the knowledge, skills, experience, and job requirements of each position within the company - transparent. With this information, the employee can plan and prepare for various jobs and opportunities.

The organization supports employees in developing and pursuing a career path by providing access to these opportunities and information.

- Job descriptions
- Job specifications
- Required competencies
- A responsive internal job application process
- Access to employees doing the job currently
- Training classes
- On-the-job developmental opportunities
- Job shadowing
- Mentoring
- Promotions
- Transfers or lateral moves
- Coaching from the supervisor
- A formal succession planning process

With access to these processes and systems, every employee should have the opportunity to pursue a career path.

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