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To: IELTS Prep Group
Subj: IELTS Reading lesson 6-21-2017

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

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. GAP (NOUN)	A. COMPRISED OF MANY INTERCONNECTED PARTS; COMPOUND; COMPOSITE
2. COMPLEX (ADJECTIVE)	B. A PROLONGED TALK OR DISCOURSE BY A SINGLE SPEAKER, ESPECIALLY ONE DOMINATING OR MONOPOLIZING A CONVERSATION
3. STAKEHOLDER (NOUN)	C. RULING, GOVERNING OR CONTROLLING; HAVING OR EXERTING AUTHORITY OR INFLUENCE
4. CUE (NOUN)	D. A LOOK OR INTONATION EXPRESSING PERSONAL REACTION, FEELING ETC.
5. MONOLOGUE (NOUN)	E. THE POSITION OF THE LIMBS OR THE CARRIAGE OF THE BODY AS A WHOLE
6. DOMINANT (ADJECTIVE)	F. ANYTHING THAT EXCITES TO ACTION; STIMULUS
7. POSTURE (NOUN)	G. A PERSON THAT HAS AN INVESTMENT, SHARE OR INTEREST IN SOMETHING
8. EXPRESSION (NOUN)	H. A BREAK OR HOLE IN AN OBJECT OR BETWEEN TWO OBJECTS

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

Health

Source

5 Habits of Highly Effective Communicators

1. It's no secret that good leaders are also good communicators. And the best leaders have learned that effective communication is as much about authenticity as the words they speak and write. Indeed, communication and leadership are inextricably tied. How can you galvanize, inspire or guide others if you don't communicate in a clear, credible, authentic way? Here are 5 essential communication practices of effective leaders.

Mind the say-do gap. This is all about trust, which is the bedrock of effective leadership. Your behavior is your single greatest mode of



communication, and it must be congruent with what you say. If your actions don't align with your words, there's trouble. And it can turn into *big trouble* if not corrected swiftly and genuinely. Since it's often difficult to see the say-do gap in yourself, rely on a few trusted colleagues to tell it to you straight and flag discrepancies. Rule of thumb: it's better to say nothing or delay your communication until you're certain that your actions will ring true.

2. **Make the complex simple.** Your employees and customers are being bombarded 24/7 by information, making it hard for them to hear you. Simplicity has never been more powerful or necessary. Effective leaders distill complex thoughts and strategies into simple, memorable terms that colleagues and customers can grasp and act upon. If you're having trouble distilling something to its essence, it may be that you don't understand it. So, get clear and look out for technical jargon and business speak, which add complexity. Say what you mean in as few words as possible.
3. **Find your own voice.** Use language that's distinctly your own. Let your values come through in your communication. Often, executives will opt for the sanitized "corporate voice" instead of their own because they think the former is more eloquent; more appropriate. This is not to say that correct grammar and use of language aren't important -- strong leaders know how to string a sentence together. But don't fixate on eloquence; concentrate on being distinct and real. People want real. People respect real. People follow real. Don't disguise who you are. Be genuine, and people will respect you for it.
4. **Be visible.** Visibility is about letting your key stakeholders get a feel for who you are and what you care about. It's easy to hide behind a computer and transmit messages to others without seeing or interacting with them. Although e-communication serves a valuable purpose, it is no substitute for face-to-face and voice-to-voice communication. In today's environment, people are often burned out and need to feel a personal connection to you and the work that you believe in. Do a "calendar test" to make sure you're allocating time regularly to be out on the floor, in the factory, in the call center, in the lab, in the store. Show your people that you're engaged and care about them and their work.
5. **Listen with your eyes as well as your ears.** Stop, look and listen. Remember that effective communication is two-way. Good leaders know how to ask good questions, and then listen with both their eyes and ears. It's easy to be so focused on getting your message out -- or persuading others -- that you don't tune in to what you see and hear. Because you're in a position of authority, the stakes are even higher because you won't always get direct feedback. You need to read between the lines. Listen and hear what is coming back at you. Look for the nonverbal cues. Sometimes a person's body language will tell you everything you need to know.

ARTICLE B

Health

[Source](#)

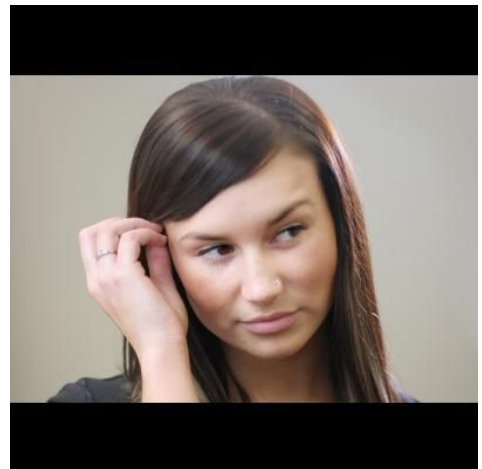
Is Your Communication Style Dictated by Your Gender?

1. A few years ago, I conducted research in the United States, Europe and Canada to see how gender differences in communication were displayed in the workplace. The first thing I found was that both men and women identified the same sets of strengths and weaknesses in themselves and each other.

Top Three Communication Strengths for Females:

1. Ability to read body language and pick up nonverbal cues.
2. Good listening skills.
3. Effective display of empathy.

Top Three Communication Weaknesses for Females:



1. Overly emotional.
2. Meandering – won't get to the point.
3. Not authoritative.

2. Top Three Communication Strengths for Males:

1. Commanding physical presence.
2. Direct and to-the-point interactions.
3. Effective display of power.

Top Three Communication Weaknesses for Males:

1. Overly blunt and direct.
2. Insensitive to audience reactions.
3. Too confident in own opinion.

In the workplace, people are continuously -- and often unconsciously -- assessing your communication style for two sets of qualities: warmth (empathy, likeability, caring) and authority (power, credibility, status).

3. There is no “best” communication style for all business interactions – and, certainly, there are *many* exceptions to the generalities I'm presenting – but typically women have the edge in collaborative environments where listening skills, inclusive body language and empathy are more highly valued, and men are thought to “take charge” more readily and viewed as more effective in environments where decisiveness is critical.

Men are also judged to be better at monologue – women at dialogue.

Women display more “warm” body language cues. They are more likely to focus on those who are speaking by orienting head and torso to face participants. They lean forward, smile, synchronize their movements with others, nod and tilt their heads (the universal signal of listening, literally “giving someone your ear”).

4. Men send more “status” signals through an array of dominant behaviors, such as side-to-side head shaking, anger and disgust expressions. They stand tall or they sprawl, sitting with their legs spread or widely crossed, their materials spread out on a conference table, and their arms stretched out on the back of a chair.

In all cases, a communication style turns into a weakness when overdone. A female's collaborative approach can come across submissive and a male's directness can be taken as callousness. Men come across as too aggressive when their expansive postures infringe on other people's personal space, when they have a “death grip” handshake, and when they emphasize status cues to the point where look haughty and uncaring. Women are viewed as weak or passive when they are unnecessarily apologetic, when they smile excessively or inappropriately, and when they discount their own ideas and achievements.