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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. ETIQUETTE (noun)	A. suitable or fitting for a particular purpose, person, occasion, etc.
2. GESTURE (noun)	B. Full trust; belief in the powers, trustworthiness, or reliability of a person or thing.
3. APPROPRIATE (adjective)	C. Confidently aggressive or self-assured; positive: aggressive; dogmatic.
4. CONFIDENCE (noun)	D. Tending to compel, as to force or push toward a course of action; overpowering.
5. ASSERTIVE (adjective)	E. Something that obstructs or hinders progress.
6. COMPELLING (adjective)	F. Involving an extremely important decision or result; decisive; critical.
7. OBSTACLE (noun)	G. a movement or position of the hand, arm, body, head, or face that is expressive of an idea, opinion, emotion, etc.
8. CRUCIAL (adjective)	H. The code of ethical behavior regarding professional practice or action among the members of a profession in their dealings with each other.

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

Workplace Touching: When it's OKAY and when it's harassment

Source

A handshake. A pat on the back. A hug. A shoulder rub.
When it comes to workplace contact, what's OK and what's not?

A good rule of thumb, from lawyers and etiquette experts alike: if you're considering anything beyond a handshake, proceed with caution.
"Most healthy workplaces that I know of, people aren't really touching each other," says San Francisco attorney Kelly Armstrong. "There might be an employee going through a difficult time, and maybe they come and share that with you and maybe at the end of that they might come and give you a quick hug -- maybe. But it's rare. Or it should be."

Some touching could be intended as innocent, but could be received in a negative way. Even seemingly simple gestures like hugs or pats can be viewed differently by different people.

"I'd say that sexual harassment victims have an uncanny ability to know when something feels 'off,'" Armstrong says. "So they'll say, 'Well, he hugged me, but I could feel him pressing up extra hard against me.'"



1. In terms of legal action, Armstrong says a pattern of touching in the workplace can be described as sexual harassment when it's defined as "severe and pervasive."

"So, 'severe' could be something such as grabbing someone's breast or a rape," she says. "The act on its own is so severe that it rises to the level of sexual harassment. 'Pervasive' is usually a body of conduct, or a pattern and practice of conduct, that over time, rises to a level that is defined as sexual harassment."

In the world of workplace etiquette, even the Emily Post Institute echoes Armstrong's handshake rule.

"I tell people not to do anything that makes them feel uncomfortable. If there's an office hugger and you don't feel comfortable, it's OK to set a boundary, to let people know, what you're comfortable with and what you're not comfortable with," says etiquette expert Daniel Post Senning. "There's subtle ways to do it, like using a handshake."

Post Senning advises people pay attention to the non-verbal cues coworkers use to signal their comfort (or discomfort): when they cringe, step away or recoil from a gesture.

2. And if you're the person experiencing the touch, say "I'm not a hugger" or forcibly put an arm's distance between yourself and the pat on the back. Both signals are simple, but demonstrably make your preferences clear.

And if there's any doubt at all as to whether the touch is appropriate, always reflect on how it would have felt differently if substituted for a handshake, the formal standard for workplace touch.

"If you think to yourself, 'Would I approach the male colleague that I have and put my hands on his shoulders and massage them? Would that feel different to me than if I approached a female colleague?'" Post Senning says. "And if it did feel different to you, that means you're probably talking about a level of intimacy that you want to be careful about in professional settings or environments."

ARTICLE B

4 ways to be more assertive at work

[Source](#)

Confidence and assertiveness don't come naturally to everyone, but if you tend to be timid or reserved in work situations, those qualities could end up hurting you.

Not only might an excess of mildness give others the opportunity to take advantage of you, but by failing to appear self-assured, you could ruin your chances at getting otherwise well-deserved promotions. That's why it pays to work on becoming more assertive -- and here's how.

1. Stop apologizing

Being humble generally isn't a bad thing, but when you apologize in workplace situations where an "I'm sorry" is by no means warranted, you discredit your own ideas and highlight your insecurities. Next time you disagree with someone or want to suggest doing things differently, don't preface your statements with "I'm sorry." Just say what you want to say, let your audience react, and respond as necessary.

Imagine your colleague is suggesting a marketing strategy you firmly disagree with. Rather than saying, "I'm sorry, but I think we should go a different way," try "Actually, here's why this other approach will be more beneficial." Your colleagues and managers are more likely to listen to your ideas if your language exudes confidence.

2. Choose your words carefully

You never what know seemingly minor nuances of speech can detract from an otherwise compelling argument. Whatever point you're trying to make, you'll have a better shot if you stop diminishing your statements with words that make you appear to lack confidence in what you're saying.

Imagine you have a great concept to share with your team at your weekly meeting. If you start with something along the lines of "This is just an idea, but..." you'll end up selling that idea short. Rather, get up and say something like "My idea is to do so and so. Here's why it'll work."



3. Aim to always know what you're talking about

It's hard to confidently state your position when your data or knowledge set is fuzzy. So, if you're trying to make a case for something at work, be sure to have all the facts on hand to back up your claims. While a more naturally assertive person might manage to argue a point forcefully without solid information to support it, if you're not the self-assured type, being confident in your research can make a big difference in how convincing you are. So if you expect to be put on the spot at an upcoming meeting, go in prepared.

4. Realize you have little to lose

Some people shy away from strong language at work because they fear it'll backfire. But the truth is, there's a big difference between being assertive and being aggressive. Whereas the former has a positive connotation, especially at the management level, the latter quality can damage careers. As long as you recognize that and don't cross the line, you have little to lose by being more assertive. In fact, your colleagues might come to respect you more once they see that you're capable of standing your ground.

ARTICLE C

Does your gender limit your opportunities at work? Depends on who you ask.

Source

Does your gender hinder your chances to advance at work? The answer probably depends on whether you're asking a man or a woman.

Around 39% of women said their gender "will make it harder to get a raise, a promotion or a step ahead," according to the 2017 Women in the Workplace report, released by McKinsey & Company and LeanIn.org. In contrast, just 15% of men said the same.

Women were also less likely to say they had equal opportunity for growth in the workplace. The survey asked more than 70,000 employees about their workplace experiences.

1. And the promotion problem starts early. According to Rachel Thomas, president of LeanIn.org, women face the biggest obstacle when they're being promoted from entry-level roles to managerial roles. Women in entry-level positions are 18% less likely than their male peers to get promoted to the next step up.

"For the second year in a row, we see women hitting the glass ceiling much earlier than we traditionally thought," Thomas says. "That has an impact on the entire pipeline. We're losing so many women at that critical step up. And on average, they never catch up." And this isn't due to lack of career aspiration from female employees. Women ask for promotions and raises at the same rates as men. Thomas says she suspects it's from seeing a lack of opportunity for women in leadership.

2. "Look at the beginning of the pipeline: 18% of women aren't being promoted, and then you look at the end of the pipeline, and in the C-suite only one in five senior leaders are women and less than one in 30 senior leaders are women of color," Thomas says. "The data tells a pretty sad story."

Advancement is particularly challenging for women of color. The report's findings point out several obstacles: women of color are less likely to be promoted than their white peers, perhaps because they're also less likely to have contact with senior executives in their organizations. A study from iCIMS, a talent acquisition software company, explored a similar phenomenon, looking particularly at women in STEM fields. In their survey, more than 62% of female executives they surveyed said they've been passed over for a promotion in favor of someone of the opposite gender.

3. Susan Vitale, chief marketing officer of iCIMS, says mentorship plays a huge role in this issue. "Women felt that they were far less likely to find a mentor than men did, and we see that mentorship could play a tremendous role in career advancement," she says.

Vitale says the survey responses pointed to a crucial problem women face once they enter the STEM workforce -- one that persists despite women's career aspirations.

"You see women coming into the field of STEM and they aren't finding career advancement, and they feel that they are underpaid more than men are, and they feel if they go out on leave they won't be promoted anyway -- a lot of those barriers are stacking up against them," she says. "Even though they're more interested in rising up through the ranks."

