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To: IELTS Prep Group
Subj: IELTS Reading lesson 1-3-2018

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. COMMITMENT (noun)	A. The time by which something must be finished or submitted; the latest time for finishing something.
2. DEADLINE (noun)	B. Steadfast adherence to the same principles, course, form, etc.
3. PROCRASTINATE (verb)	C. Interested in, concerned with, or based on what is real or practical.
4. REALISTIC (adjective)	D. To reach, achieve, or accomplish; gain; obtain.
5. ATTAIN (verb)	E. An attitude, disposition, or mood.
6. MINDSET (noun)	F. To form a mental image of.
7. VISUALIZE (verb)	G. To put off till another day or time; defer; delay.
8. CONSISTENT (noun)	H. A pledge or promise; obligation.

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

Three ways to help your employees with Goal Setting

Source

1. Vince Lombardi famously said, "Individual commitment to a group effort -- that is what makes a team work, a company work, a society work, a civilization work." Indeed, every team is made up of a group of individuals striving to do their best. Individual success results in team success.

And setting goals plays a vital role in earning that success. It's fine to merely set goals and talk about what everyone wants to achieve, but how do people actually succeed and find measurable results?

2. In 2015, a Dominican University of California study provided one possible answer. The study looked at 149 participants in networking and business groups from the United States, Belgium, India, Japan, Australia and England and found that more than 70 percent of the participants who sent weekly updates to friends reported successful goal achievement, compared to 35 percent of those who kept their goals to themselves and didn't write them down. The question of what makes a good leader—in other words, *what are leadership skills*—is widely debated. It is clear that the ability to lead effectively relies on a number of key skills, but also that different leaders have very different characteristics and styles.

The next question, then, is what different tactics can be used to identify a goal, develop an action plan and achieve an objective? Here are several techniques.



3. Be 'SMART' about it.

One of the most well-respected systems for goal-setting, SMART, defines a method that is easy to follow. The acronym stands for making goals "specific, measurable, achievable, realistic and timely."

How does someone travel to a destination not knowing where the intended destination is? Specificity acts as a road map. Knowing the specific intention is crucial to success, and following measurable metrics helps track progress. To avoid frustrations, tell employees to make a goal specific, measurable and attainable. Keeping a realistic mindset will help them avoid biting off more than one can chew. Taking baby steps and celebrating small wins that culminate in a large victory is more effective and motivating than trying to scale Mount Everest in a week.

Deadlines are a must. They create a sense of urgency and don't allow procrastination. When the time frame is established, people tend to feel motivated.

4. Do it 'write.'

Motivation wanes when the goals are not set in stone, or in this case, ink. Make sure employees are writing their goals down. University of Toronto Professor Jordan Peterson calls this practice "self-authoring." His 2010 study found that students using goal-setting practices involving writing saw a significant improvement in academic performance.

Writing down goals helps an employee tap into a growth mindset, where people realize that their strengths and abilities are not fixed and can be improved with time and effort. It also helps the writer visualize potential obstacles to be faced down the road.

5. So, guide employees, with tips on writing out goals in an effective way. Avoid negativity. Using phrases like "I don't want to procrastinate" is actually counterproductive. Instead, use the active voice and write, "I want to increase my focus and productivity."

Employees should also divide goals into smaller sub-goals that illustrate actionable steps. For the above example, add sub-goals, like turning off mobile devices during work hours, practicing meditation techniques and setting reminders for upcoming deadlines. When goals are written in a positive, active voice and include actionable sub-goals, employees are engaged in a mindset where they know they can succeed.

6. Visualize success.

People visualize their future more than they think, but most people tend to see negative occurrences, which leads to stress, worry and anxiety. Professional athletes flip this switch and use visualization methods to see positive outcomes. They don't imagine losing their race, getting knocked out or overthrowing the cut-off man. They see victory.

So, show your staff victory, and train them to see it themselves. When using mental imagery, use all five senses. Employees should be so immersed in their mental experience that they feel that it's actually happening. They should act as the active agent in the moment, rather than as the audience, sitting on the sideline as spectators.

Ask what they see, hear, taste, smell, and touch when they are "receiving their award for their contribution to increased sales growth." What are they physically doing in that moment? These are important questions to consider when someone practices visualization. This is more than wishful thinking. Employees need to execute these imaginations and practice seeing them repeatedly. How are you helping employees set and achieve their goals?

ARTICLE B

Are You Actually Setting Goals? Probably Not. Here's How in 3 Steps.

[Source](#)

1. You need to have a big vision to know where you're going, but knowing the end goal is only the start. How do you get there? Goal setting is a timeless art that every entrepreneur needs to achieve success.



However, if you're like most people, the art of goal setting is usually little more than a few calendar reminders and some notes on a post-it to follow up on. While that's a great way to remember tasks on the go, it's no way to approach true goal setting. If you want to see the magic of achieving your big vision, you'll need to devote some time to mastering the keys aspects of creating powerful goals. Here is a three-step process that can really help you unlock the true power of goals:

2. Define how and when. In his book, *The Success Principles*, Jack Canfield describes this important first step by explaining you should learn the difference between what is a goal vs. what is a good idea. Let's say you need a marketing plan done for a new product launch. You may start your goal setting process by writing down "Write marketing plan."

Canfield explains however that a goal set down in that manner isn't really a goal at all -- it's a good idea. It would be a good idea to write a marketing plan, but how does that translate into an actual goal? Easy! Powerful goals include the description of how and when. Like an incomplete sentence, the "good idea" doesn't have enough information to stand alone as a goal. What makes a true goal is adding a time measurement and how-to steps, so it can stand alone as an actionable item.

Written as a goal, that same good idea might look more like: "Complete first three to five-page written draft of product marketing plan by Friday by scheduling 30 minutes daily to work on it." Make sure your goals include the how and when, so they can stand on their own as more than just "good ideas."

3. Break it down. You've expanded your good idea into an actual goal, now how do you make it happen? The actions that go into a goal are easiest to do if they're broken down into steps. You've got your big vision, then you've written out the list of complete goals required to achieve that vision, the second step is to further break those goals down into actions or steps. This is where you should get into the details. Taking our marketing plan example, here's how this might look:
"Complete first three to five page written draft of product marketing plan by Friday by scheduling 30 minutes daily to work on it."

- Create a product summary
- Write the marketing objective for the product
- Define the marketing budget
- Complete the target market research and include in a summary
- Detail TV and other traditional advertising methods
- Outline social media outreach

By breaking your larger goal into parts, you have action steps you can take toward the accomplishment of your objective. To make this step even more effective, attach dates and deadlines to each step to keep you on track.

4. Review frequently. The final step for powerful goals is to actually review what you've taken the time to create. You should be reviewing your goals with your team frequently. For the big goals, once a month might be adequate. For your smaller broken-down tasks, make sure this review is happening daily. Mapping out deadlines on a calendar is a great way to keep yourself on track, as is creating a to-do list that you update and mark-off as you go.

By consistently reviewing the goals, you keep them fresh, yourself motivated and ensure you aren't overlooking steps or deadlines as they quickly approach. Setting goals with the right time and effort will unlock the power of big achievements.

ARTICLE C

How the 'Seinfeld Strategy' Can Help You Stop Procrastinating

[Source](#)

1. Jerry Seinfeld is one of the most successful comedians of all-time.

He is regarded as one of the "Top 100 Comedians of All-Time" by Comedy Central. He was also the co-creator and co-writer of *Seinfeld*, the long-running sitcom which has received numerous awards and was claimed to have the "Top TV Episode of All-Time" as rated by TV Guide.



Seinfeld reached his peak in earnings when he made \$267 million dollars in 1998. (Yes, that was in one year. No, that's not a typo.) A full 10 years later, in 2008, Seinfeld was still pulling in a cool \$85 million per year. By almost any measure of wealth, popularity, and critical acclaim, Jerry Seinfeld is among the most successful comedians, writers, and actors of his generation.

However, what is most impressive about Seinfeld's career isn't the awards, the earnings, or the special moments -- it's the remarkable consistency of it all. Show after show, year after year, he performs, creates, and entertains at an incredibly high standard. Jerry Seinfeld produces with a level of consistency that most of us wish we could bring to our daily work.

2. Compare his results to where you and I often find ourselves. We want to create, but struggle to do so. We want to exercise, but fail to find motivation. Wanting to achieve our goals, but -- for some reason or another -- we still procrastinate on them.

What's the difference? What strategies does Jerry Seinfeld use to beat procrastination and consistently produce quality work? What does he do each day that most people don't? I'm not sure about all of his strategies, but I recently discovered a story that revealed one of the secrets behind Seinfeld's incredible productivity, performance, and consistency.

Let's talk about that what he does and how you can use the "Seinfeld Strategy" to eliminate procrastination and actually achieve your goals.

3. The "Seinfeld Strategy"

Brad Isaac was a young comedian starting out on the comedy circuit. One fateful night, he found himself in a club where Jerry Seinfeld was performing. In an interview on Life hacker, Isaac shared what happened when he caught Seinfeld backstage and asked if he had "any tips for a young comic." Here's how Isaac described the interaction with Seinfeld...

He said the way to be a better comic was to create better jokes and the way to create better jokes was to write every day. He told me to get a big wall calendar that has a whole year on one page and hang it on a prominent wall. The next step was to get a big red magic marker. He said for each day that I do my task of writing, I get to put a big red X over that day.

"After a few days you'll have a chain. Just keep at it and the chain will grow longer every day. You'll like seeing that chain, especially when you get a few weeks under your belt. Your only job is to not break the chain."

You'll notice that Seinfeld didn't say a single thing about results. It didn't matter if he was motivated or not. It didn't matter if he was writing great jokes or not. It didn't matter if what he was working on would ever make it into a show. All that mattered was "not breaking the chain." And that's one of the simple secrets behind Seinfeld's remarkable productivity and consistency. For years, the comedian simply focused on "not breaking the chain."

Let's talk about how you can use the Seinfeld Strategy in your life...

4. Top performers in every field -- athletes, musicians, CEOs, artists -- they are all more consistent than their peers. They show up and deliver day after day while everyone else gets bogged down with the urgencies of daily life and fights a constant battle between procrastination and motivation. While most people get demotivated and off-track after a bad performance, a bad workout, or simply a bad day at work, top performers settle right back into their pattern the next day.

The Seinfeld Strategy works because it helps to take the focus off of each individual performance and puts the emphasis on the process instead. It's not about how you feel, how inspired you are, or how brilliant your work is that day. Instead, it's just about "not breaking the chain." All you have to do to apply this strategy to your own life is pick up a calendar (here's an inexpensive one) and start your chain.

5. A Word of Warning

There is one caveat with the Seinfeld Strategy. You need to pick a task that is meaningful enough to make a difference, but simple enough that you can get it done.

It would be wonderful if you could write 10 pages a day for your book, but that's not a sustainable chain to build. Similarly, it sounds great in theory to be able to deadlift like a maniac every day, but in practice you'll probably be overtrained and burnt out.



So, step one is to choose a task that is simple enough to be sustainable. At the same time, you must make sure that your actions are meaningful enough to matter. For example, researching good jokes each day is simple, but you're never going to write a joke by merely researching. That's why the process of writing is a better choice. Writing can actually produce a meaningful result, even when it's done in small doses.

Similarly, doing 10 pushups per day could be simple and meaningful depending on your level of fitness. It will actually make you stronger. Meanwhile, reading a fitness book each day is simple, but it won't actually get you in better shape. Choose tasks that are simple to maintain and capable of producing the outcome you want.

6. Mastery Follows Consistency

The central question that ties our community together -- and what I try to write about every Monday and Thursday -- is "how do you live a healthy life?" This includes not merely nutrition and exercise, but also exploration and adventure, art and creativity, and connection and community.

But no matter what topic we're talking about, they all require consistency. No matter what your definition is of a "healthy life," you'll have to battle procrastination to make it a reality. Hopefully, the Seinfeld Strategy helps to put that battle in perspective.

Don't break the chain on your workouts and you'll find that you get fit rather quickly.

Don't break the chain in your business and you'll find that results come much faster.

Don't break the chain in your artistic pursuits and you'll find that you will produce creative work on a regular basis.

So often, we assume that excellence requires a monumental effort and that our lofty goals demand incredible doses of willpower and motivation. But really, all we need is dedication to small, manageable tasks. Mastery follows consistency.