



# Intermediate 1 – unit 2

# Let's see if you guys were paying attention...

## Put the verb in passive, present, or continuous

- “Can I help you?” No, the manager \_\_\_\_\_ ( help) me now.
- A lot of manufactured goods \_\_\_\_ ( make) in Asia.
- A large percentage of the food we buy \_\_\_\_\_ ( import).
- My son \_\_\_\_\_(talk) on the phone right now.
- The banking industry in the U.S. \_\_\_\_\_ ( situate) in New York.
- He usually \_\_\_\_\_(drive) to work.
- \_\_\_\_\_ the tip \_\_\_\_\_ ( include) in the bill?
- Jessica \_\_\_\_\_(watch) a lot of TV, it isn't healthy.
- Basketball players \_\_\_\_\_ (pay) far too much money.
- What book \_\_\_\_\_ you \_\_\_\_\_(read) these days?

# Answers

- “ Can I help you?” No, the manager **is helping** me now.
- A lot of manufactured goods **are made** in Asia.
- A large percentage of the food we buy **is imported**.
- My son **is talking** on the phone right now.
- The banking industry in the U.S. **is situated** in New York.
- He usually **drives** to work.
- **Is** the tip **Included** in the bill?
- Jessica **watches** a lot of TV, it isn't healthy.
- Basketball players **are paid** far too much money.
- What book **are** you **reading** these days?

## Let's correct the wrong sentences:

- I'm not wanting an ice cream
- Are you understanding what I'm saying?
- I'm enjoying the class. It's great.
- I'm thinking you're really nice.
- What are you thinking about?
- I'm not believing you. You're telling lies.
- I'm knowing you're not agreeing with me.
- She's having a lot of money.

# Answers

- I **don't want** an ice cream
- **Do** you **understand** what I'm saying?
- I'm enjoying the class. It's great. (**correct**)
- I **think** you're really nice.
- What are you thinking about? (**correct**)
- I **don't believe** you. You're telling lies.
- I **know** you **disagree** with me.
- She **has** a lot of money.

# Try this with a partner ...

Jobs to choose from	Job description	Current project
Accountant	Is responsible for dunning the whole company	Buying new hardware
Human resources manager (HR)	Making appointments and arrangements	Making bookings for a conference
Chief executive officer ( CEO)	Negotiates prices and contracts	Visiting new customers in China
Personal Assistant (PA)	Runs an IT support team	Recruiting new staff
Information Technology Manager ( IT)	Is in charge of budget and cash flow	Discussing plans and targets with the Board
Sales Director	Deals with employees	Preparing a financial report



Names	Occupation
Nate	Accountant
Alex	Human resources manager (HR)
Anna	Chief executive officer ( CEO)
Jenny	Personal Assistant (PA)
Matthew	Information Technology Manager ( IT)
Christina	Sales Director

What can you remember about each member?

Tell the class

If you could change your job:

-What job would you rather have?

-How much would your compensation be?

- Give reason.



# Who earns an annual salary of..?

\$60,000

\$115,000

\$200,000

\$30,000

1 million

\$750,000

Occupation
Doctor
Basketball player
CEO
Nurse
Teacher
Supermarket cashier
Police officer
Pilot
Lawyer
Farmer

\$ 50,000

\$180,000

\$20,000

\$70,000

## Part 1: Listen to complete

1. Which jobs do they discuss?
2. Which salaries do they agree on?
3. Complete the sentences.
  - They think a doctor earns either \$\_\_\_\_\_ or \$ \_\_\_\_\_
  - They think either a \_\_\_\_\_ or a \_\_\_\_\_ earns \$ 750,000.
  - They think a \_\_\_\_\_ earns about \$115,000.
4. What comment do they make about...?  
. Doctors . Basketball players .CEOs . Pilots



## Part 2: Listen Answer the remaining questions

1. Who do they think are the lowest earners?
2. How much do they think farmers earn?
3. Do they agree about a teacher's and police officer's salary?
4. What is the woman's final point?



# Which of these things do you think

## successful people do everyday? Choose as many as you want..

- Get up late
- Exercise
- Make to-do lists
- Work all the time
- Follow the same routine
- Take breaks
- Stay up late at night

# 8 unusual things successful people do every day

1. I shift my day. I'm most creative and productive early in the morning. I used to lose this time in rush of getting the kids out the door and getting ready for work, and then I found myself trying to remember the great idea I had as I was putting on my make up. So now I go to sleep earlier and wake up earlier – I'm up by 4am- which gives me a few hours of super-productive time before the craziness of the day starts.

- *Sally Krawcheck, CEO of Ellevest*

2. When a topic intrigues me I become almost obsessed. If I don't fully indulge my desire to search for information, my work suffers. So even though a lot of people feel it's most productive to have a predictable schedule, I try to vary my daily routine. This approach may not work for everyone, but it definitely works for me.

- *Dr. Marla Gottschalk, Industrial & Organizational Psychologist.*

3. I ride my bike to work because it creates a stress-free time. I get my best ideas on my bike, especially in the morning on way in to the office. Unlike driving, it creates a space for me to be creative. Riding is relaxing, and it gives me time to decompress on my way home.

- *Tania Bruke, President of Trek Travel*

4. I hand write three thank-you cards every day on the train ride to work. That's totally old-fashioned, I know, but how do you feel about your email volume? If you're like me, even getting a thank you email can be annoying.

When my staff and customers get my cards, it makes them happy, and it improved my relationships with them, But most importantly it always puts me in a good mood. You can't be upset and gratefully the same time!

- *Dave Kerpen, CEO of likeable local.*

5. We have a very casual "jeans and t-shirt" environment at my company, but I still never leave for work without ironing my t-shirt. Yes, I iron my t-shirts. I use this simple routine to help me remember that every company needs a leader. Even in a super-casual environment., the boss should look his best!

- *Edward Wimmer, co-founder of Road ID*

6. I write for hours everyday, and I also spend a lot of time talking with stressed-out CEOs. Those things are important, but they tire me out. If I'm exhausted by noon, I can't help the people who rely on me in the afternoon.

So I take a break every day and poke around YouTube, listening to old songs I love and new ones I haven't heard. Then I post a new song everyday, usually jazz or rock or funk. Ten minutes spent indulging my inner DJ refuels me.

-*Liz Ryan, founder and CEO of Human Workplace*

7. Every day I wear the same outfit and eat the same dinner. As an entrepreneur I have to make hundreds of little decisions everyday, so I try to eliminate any decisions I don't have to make.

For example, I only own five white t-shirts. In the morning I never need to think about what I'll wear: it's going to be a white t-shirt. I also only own two pairs of pants.

I do the same thing with meals. I have the same dinner six times a week. That way, I don't have to think about what to buy or cook. The fewer decisions you have to make, the better decisions you can make.

- *Leo Widrich, co-founder of Buffer*

8. I update my journal to help me keep track of priorities. Journaling is easy. First, identify what's important in the various roles you play: at work, as a parent, as a spouse, and as a friend. Then track how you're doing. I use colors to indicate how I'm doing. If I feel great about something, it's green. Yellow, it's so-so. Terrible, it's red.

The key is to determine why something goes from green to yellow or red. If that happens, I think about why I had an off day, and what I can do differently next time.

- *Joel Basgall, co-founder and CEO of Geneca*

**In groups:**

**Group A will reread 1-4**

**Group B will reread 5-8**

**to answer the following questions**

- Why does Sally Krawcheck get up early?
- What is Marla Gottschalk's strategy for success?
- What are two reasons that Tania Burke likes to ride her bike to work?
- Why does Dave Kerpen write thank you cards?
- What does Edward Wimmer do before work everyday? Why?
- How does Liz Ryan stay energized ?
- What are two unusual things that Leo Widrich does everyday?
- How does Joe Basgall keep track of his priorities?

## What do you think? Which one of your Entrepreneurs would probably say....?

- At the end of the day, I evaluate my own performance.
- For me, it's not productive to follow the same routine every day.
- I find traffic really stressful.
- I don't think very clearly at night.
- It's important to show people that you appreciate them.
- Taking a break in the middle of the day gives me energy.
- A manager should set a good example for his or her employees.
- I'm very predictable.



## Tell the class

- Do you do any of the things that these entrepreneurs do ? Which things?
- Do you think people's strategies for success would work well for you? Why or why not?
- Do you know anyone with an unusual daily routine? What do they do?