

▶ careers, jobs and vocations

▶ managing your career

4.1 About business Career choices

Discussion

1 Mark your position on the scales below. With a partner, explain and justify your choices.

I have no idea how my career will develop.



I have a clear idea of my career path.

I expect to work for one company all my life.



I expect to work for several different companies in my life.

Money, status and a comfortable lifestyle are my priorities.



Job satisfaction, variety and being useful to society are my priorities.

Internet research

Search for the keywords *personality profile test* and do at least one online test. Compare your results with a classmate and discuss how well they describe your personality.

Predicting and listening

2 1:43 You are going to hear a talk for university students about how to choose a career. In part one, Charlie Schumann, a popular careers coach, talks about two things you *shouldn't* do, and two things you *have* to do. Before you listen, try to predict what those things might be. Then listen and check your predictions.

Listening for detail

3 1:43 Listen to Part 1 again and mark these statements *T* (true) or *F* (false).

- Schumann says you should choose something you love doing and that feels right for you.
- She recommends going to the Himalayas to learn martial arts.
- Myers Briggs (MBT®) and Keirseay are Kung Fu experts.
- You don't need to research a lot of careers, only those that suit your personality profile.
- Facebook and Google+ are a great place to read about potential career choices.

4 1:44 Listen to Part 2 of the talk and answer the questions.

- According to Schumann, which of these factors are more likely to make you happy? Money, variety, fame, autonomy, beauty, recognition, team spirit, job security, helping people.
- What are 'flow' activities?

Discussion

5 In small groups, discuss your reactions to these statements from the talk.

- 'This is maybe the one time in your life when you need to be totally selfish'.
- 'Tests like Myers Briggs or Keirseay are not a hundred per cent reliable'.
- 'Having more money doesn't actually make you any happier'.
- 'Jobs that let you experience that 'flow' (are) the key to ... your ideal career'.

Scan reading

6 Read the article opposite and find which two tips can be summarized as:

- Move towards your long-term goal in small, easy stages.
- Make sure that preconceived ideas about success and failure are not preventing you from reaching your goals.

Summarizing

7 Summarize each of the eight remaining tips in one sentence. In small groups, compare your sentences with other people and choose the best summary for each tip.

Glossary

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earth-shattering
inertia
jump in at the deep end
pick someone's brains
posse
start the ball rolling
stay put
treadmill

Ten Tips for Creating a Career That LIGHTS YOUR FIRE

Have you ever found yourself so excited about something that the energy it generates just seems to pull you along? Imagine feeling that every day in the work you do. It's possible! Begin exploring your passions and discovering ways, big or small, to incorporate them into your life.



1 GET TO KNOW YOURSELF – Before you start off in pursuit of a career that really lights your fire, take some time to do some serious self-exploration. Make a list of all the things in your life that you have really enjoyed. It could be work or play, an event, a period of time in your life, etc. Pick one and start digging into the reasons why. Get beyond what you love doing, and break it down into the underlying characteristics. Think of it as identifying your passion's building blocks.

2 BRAINSTORM – Once you have a picture of the things that light your fire, brainstorm ways you could incorporate them into your life. Write them down alone or with friends, in one session or on a small pad of paper you carry with you. Above all, be creative. You never know what crazy idea is going to spark the Big One.

3 EXPLORE – Ask, ask, ask! Once you have identified some things you think you might be interested in, identify people who are knowledgeable in those areas and contact them. Explain that you are exploring your options and ask if you can pick their brains. You'll get some fantastic insights if you make this a habit, not to mention making some great contacts along the way.

4 BABY STEPS – The fear of jumping in the deep end of the passion pool keeps many people from swimming at all. Remember there's a shallow end too, so you can still enjoy splashing in the water. Look for baby steps you can take that will bring your passion into your life and keep you moving towards your long-term goal.

5 IDENTIFY YOUR OBSTACLES – What things are getting in your way? Make a list. Maybe they're real financial obstacles, or perhaps the need for more training. Maybe they are internal. What's stopping you? Fear? Self-doubt? Simple inertia? We all have voices in our heads that are always telling us 'You can't do that', 'You're not good enough', 'What will they think?', etc. Identifying and acknowledging those voices is the first step in taking their power away.

6 CREATE A PASSION POSSE – In my interviews with people who have followed their dream, the most commonly mentioned success factor has been the support of the people around them. Friends, family and colleagues can all be a great source of support and inspiration. It can be an informal support network, or a regularly scheduled meeting to exchange ideas and brainstorm solutions to challenges.

7 RE-EXAMINE YOUR DEFINITIONS OF SUCCESS AND FAILURE – What is your definition of success? Is it getting in the way? Our culture places a lot of emphasis on material accomplishments, status, etc.

Unfortunately, that gets in the way of real happiness for a lot of people, who choose to stay on the treadmill in pursuit of that version of success. Perhaps you're not at a point where you can or want to change that definition of success. That's OK; don't. Instead, try identifying one or two less common ways of identifying 'success' – ones that come from the heart – and try to move towards them as well.

Our definition of failure, which tends to be all or nothing, also gets in the way. If you try something and it doesn't pan out, how do you see that? Is it a failure? Or is it an opportunity to learn? If you 'fail' in an effort to move toward your passion, it's not really failure. Think of it as a step in the right direction. Taking a longer term view can help with this.

8 MAKE A PLAN – Whether it's a high level overview or a step-by-step action plan, it is up to you – you know how you work best. Creating a plan will force you to think things through and add some comfortable structure to something that can seem very up in the air and undefined.

9 ACT! TODAY! – The fact is, the time will never be right. Something is always going to be less than optimum. Don't wait! Do something right now that will move you toward your passion. What two things can you do right away that will start the ball rolling? They don't need to be earth-shattering, they just need to happen.

10 COMMIT TO MAKING IT HAPPEN – Let it out of your brain and into the open. Say, 'I am going to do this.' Say it out loud to yourself. Say it to a friend. Put it in writing and put it where you can see it. Once it's out in the open it will have room to grow. And that's exactly what you want!

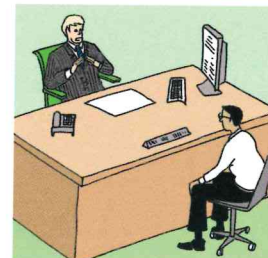
- ▶ job benefits
- ▶ recruitment and employment verbs
- ▶ skills and qualities

4.2 Vocabulary Careers, personal skills and qualities

Discussion

1 Rank these benefits from the most (9) to the least desirable (1), in your opinion.

Christmas bonus company car free accommodation free medical insurance
 luncheon vouchers pension plan profit-sharing sports and social facilities
 stock options



Careers and employment

2 Put the events in Josef Gutkind's career in logical order.

Part 1

- 1 Before graduating, Josef **applied for** jobs in 20 companies.
- Wilson Brothers **offered** Josef a **position** as a management trainee.
- His first interview was successful and he **was short-listed for** a second interview.
- When Wilson's got into difficulties, Josef was **made redundant**.
- Two years later he **was appointed** Logistics Manager.
- He was invited for an **interview** at Wilson Brothers.

Part 2

- In his early fifties he **took a sabbatical** to write a book.
- Josef quickly **found a new job**, but **was dismissed** after arguing with his boss.
- The book was a best-seller, and Josef **resigned from** the firm.
- While he was **unemployed** Josef studied for a master's degree.
- He **retired** from business and now lives in the south of France.
- Thanks to the masters on his CV, Josef **was hired by** a firm of consultants.

3 Use appropriate expressions in **bold** from Exercise 2 above to complete these job interview questions. Change the form as necessary.

- 1 Could you tell me exactly why you _____ from OQP?
- 2 Were the departments merged before or after you _____ Quality Manager?
- 3 After the factory closed, was it difficult to _____?
- 4 Have you _____ jobs in other companies in the area?
- 5 If you _____ for a second interview, would you be able to come to our head office in London?
- 6 How would you feel if we _____ you _____ as a product manager?

4 Now correct these sentences from a biography. The words in **bold** have been mixed up. Put them back in the right places.

- 1 Aisha's résumé was impressive; she was **dismissed** without even attending a first interview.
- 2 At the second interview, Aisha did so well that she was **made redundant** on the spot.
- 3 A few years later, she wrote her first novel while she was **unemployed**; it sold only 400 copies.
- 4 Aisha was an unconventional journalist who preferred to work at night; after arriving four hours late for a meeting she was **hired**.
- 5 When the editor in her next job refused to publish a controversial article she had written, Aisha immediately offered to **retire** but the editor refused to let her.
- 6 However, when the newspaper was taken over by a larger competitor, Aisha was **short-listed**.
- 7 After difficult times while she was **on sabbatical**, she was finally able to live in comfort when her sixth novel became a best-seller.
- 8 She was 74 when she finally decided to **resign** from writing novels.

Internet research

Search for the keyword *mentoring* to find out how a mentor can help employees with their personal development.

Collocations

5 In each set of five below, match a verb 1–10 with a noun a–j to make collocations for describing skills and qualities.

- | | |
|------------|-------------------------------|
| 1 take | a) a commitment to |
| 2 make | b) initiative |
| 3 be | c) good working relationships |
| 4 work | d) a good listener |
| 5 build | e) to strict deadlines |
| 6 work | f) a busy workload |
| 7 make | g) ownership |
| 8 manage | h) closely with |
| 9 possess | i) a valuable contribution to |
| 10 take on | j) strong negotiating skills |


6 Use eight of the collocations from Exercise 5 to complete the sentences below. Change the verb form if necessary.

- I enjoy taking initiative, and I keep my promises; when I _____ to a project, I always deliver.
- I have a lot of experience in _____ both product development and sales teams, and can adapt to their different working styles.
- I have excellent organizational skills, and I hate being late – so I have no problem with _____.
- I liaise with government officials: fortunately, I _____.
- I'm used to _____; I'm good at multitasking, and coping with pressure is no problem.
- I often _____ of projects with multi-million dollar budgets.
- I believe I can _____ any work group.
- I _____, so I build good working relationships with colleagues.

7 Which two answers in Exercise 6 could you give to each of these questions?

- Are you able to take responsibility?
- Are you a good communicator?
- Are you a good time manager?
- Are you a good team worker?

Listening for gist

8  1:45 Listen to an extract from a human resources review meeting. Mark these employees as high-fliers (+) or as concerns (-).

Rachel Ratcliff Paul Stevens Michael Diegel Shane Garney

Taking notes

9  1:45 Listen again. Take notes on the problem, causes and possible solutions for Rachel, Michael and Shane.

	Rachel	Michael	Shane
problem			
causes			
possible solutions			

Discussion

10 In small groups, decide what you would do about Rachel, Michael and Shane.

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controversial
flag (verb)
headhunter
liaise with
multitasking
on the spot
unconventional
wannabe