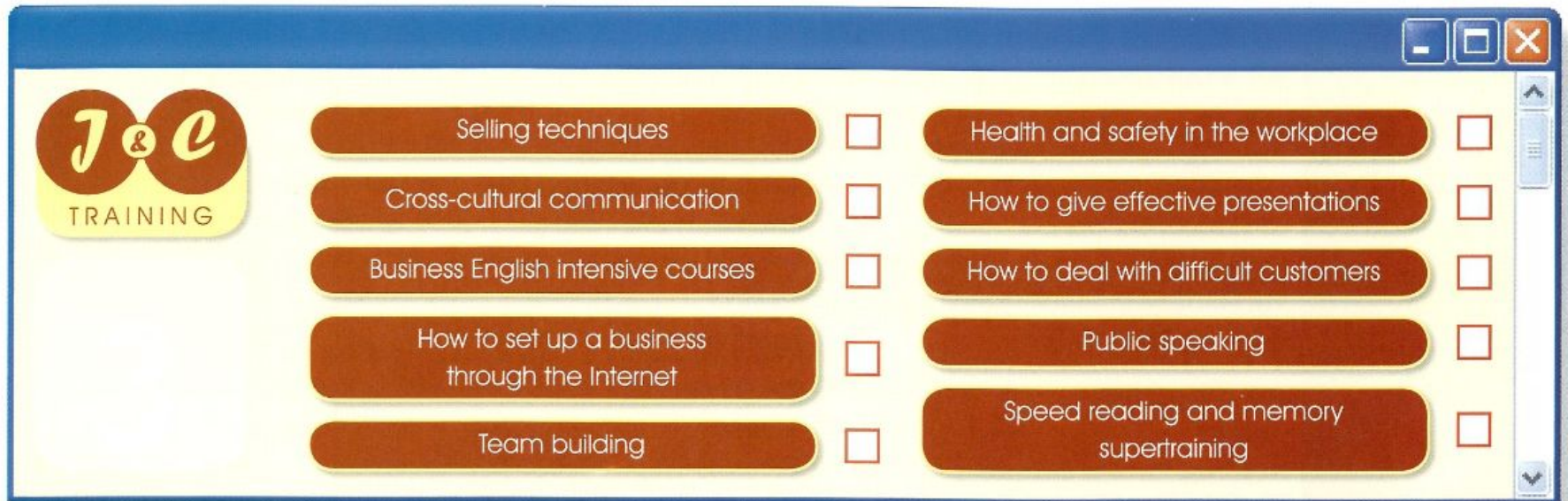


Презентация по теме

# World of work

J&C Training is a company providing training for other businesses. Look at the courses J&C Training offers and tick the ones that you find interesting. Compare with a partner and explain why the courses interest you.



The image shows a screenshot of a web browser window displaying the J&C Training website. The website has a blue header bar with the J&C Training logo on the left. The logo consists of the letters 'J' and 'C' in a stylized font, with an ampersand between them, all enclosed in a yellow circle. Below the logo, the word 'TRAINING' is written in a yellow box. The main content area is white and contains a list of ten training courses, each presented in a brown rounded rectangle with a white checkbox to its right. The courses are arranged in two columns. The right side of the browser window shows standard window controls (minimize, maximize, close) and a vertical scrollbar.

Course Name	Selected
Selling techniques	<input type="checkbox"/>
Cross-cultural communication	<input type="checkbox"/>
Business English intensive courses	<input type="checkbox"/>
How to set up a business through the Internet	<input type="checkbox"/>
Team building	<input type="checkbox"/>
Health and safety in the workplace	<input type="checkbox"/>
How to give effective presentations	<input type="checkbox"/>
How to deal with difficult customers	<input type="checkbox"/>
Public speaking	<input type="checkbox"/>
Speed reading and memory supertraining	<input type="checkbox"/>



### **Job titles**

- 1 chief financial officer (CFO) \_\_\_\_\_
- 2 management consultant \_\_\_\_\_
- 3 personal assistant (PA) \_\_\_\_\_
- 4 quality manager \_\_\_\_\_
- 5 sales representative (rep) \_\_\_\_\_



## *- about us*

J&C is a training consultancy for personal and professional development in the workplace. It is based in Oxford and it is run by Janet Coyte.

Janet is an experienced teacher and (1) \_\_\_\_\_. She runs courses and workshops for companies and universities. As a (2) \_\_\_\_\_, she helps business people overcome difficulties. She sometimes gives one-to-one sessions on the phone or via email.

She is the (3) \_\_\_\_\_ of several books, and she writes articles on public speaking and presentation skills. Janet is also an internationally accredited public (4) \_\_\_\_\_, and she gives motivational talks around the world. Clients of J&C say that their courses are entertaining, professional and very practical.



Katherine Alessi  
Marfil Solutions



Mark Jenkins  
Soap Heaven



Kostas Hadavas  
Athens Daily Menu



Suzanne Wilkes  
P&B Europe



Carmen Selles  
CarSpek

# The present simple

The present simple is used to talk about:

- permanent situations

Q: *What **do** you **do**?*

A: *I'm a sales rep. I **work for** a company that **supplies** computer software.*

- habits and frequency of activities

Q: ***Do** you often **travel** abroad?*

A: *Yes, I **go** to Italy two or three times a month.*

- timetables (with a time expression)

Q: *When **does** your train **leave**?*

A: *It **leaves** at 14:45.*

## Adverbs and expressions of frequency

We often use these adverbs of frequency with the present simple:

always usually often sometimes rarely never

Adverbs of frequency usually go:

- before most verbs *She **often** prepares Power Point presentations.*
- after the verb *be* *He is **never** late.*

We also use expressions such as *once a week, twice a month, every Monday, on Thursdays*. These usually go at the end of the sentence.

*We have a staff meeting **every Monday / on Mondays / once a week.***

# PERSONALITY QUIZ

## HOW OFTEN ...

- 1** do you plan your day's activities?
- 2** do you sleep eight hours a night?
- 3** do you find time to relax during the day?
- 4** are you on time for appointments?
- 5** do you spend more than an hour on lunch?
- 6** do you see your friends at weekends?
- 7** do you do exercise or sports during the week?
- 8** do you read a magazine in the evening?
- 9** do you wake up full of energy in the morning?
- 10** do you laugh in a normal work day?
  
- TOTAL SCORE**

- 0 = never  
1 = seldom / rarely  
2 = occasionally  
3 = frequently / often  
4 = usually / normally  
5 = always

## HOW TO INTERPRET THE SCORE:

- 41-50:** Well done! You find it very easy to relax. But be careful – you are so relaxed that you are in danger of disappearing! Maybe you need to wake up and make sure people still know that you are there.
- 31-40:** You find it quite easy to relax. People like being with you, because you are a positive presence.
- 21-30:** You don't find relaxing very easy and life is a bit difficult for you.
- 11-20:** You don't find relaxing easy at all – that's why you struggle so much at home and at work.
- 10 or below:** You're making life hard for yourself – and maybe for the people around you too. Your health may even be suffering. Relax!



# Q

## Questionnaire

### How many people:

- 0 have a hobby?
- 1 go abroad on holiday?
- 2 haven't got any brothers or sisters?
- 3 are single?
- 4 have got a job?
- 5 know three business words beginning with C?
- 6 can play a musical instrument?
- 7 don't like chocolate?
- 8 can drive?

Numbers

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## Fact file

Name \_\_\_\_\_

Hobbies \_\_\_\_\_

Surname \_\_\_\_\_

Family \_\_\_\_\_

Town \_\_\_\_\_

Job title \_\_\_\_\_

Favourite destination for holidays \_\_\_\_\_

Reasons for learning English \_\_\_\_\_

ROWAN BARKER TATE INC.

## Employee of the Year Award

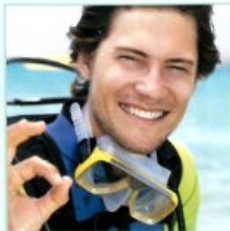


The employee should:

- make a significant contribution to company efficiency, profit, product development or staff development.
- deal with professional or personal problems successfully.
- be a mentor or set a positive example to others.
- represent the company values of healthy living.

This year's candidates are:

A



Ian Rogers is 40 years old. He's a production manager and he's based in Singapore. His responsibilities are to supervise projects and to coordinate resources. His professional background is in engineering. Ian usually goes scuba diving at weekends and he also enjoys marathon running and cooking. He runs a sports club for local children and he raises money for their training.

B



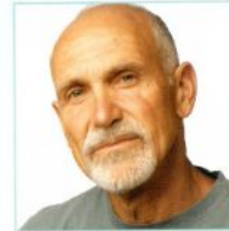
Michelle Yong is 36. She's a finance assistant and she's based in Singapore. Michelle usually deals with Asia division accounts and sometimes does auditing for other divisions. She has a master's degree in business administration. In her free time Michelle likes painting, and she also does judo. Michelle suffers from Chronic Fatigue Syndrome and often works from home, but this does not stop her ambitious career plans.

C



Sarah Mullen is 31 years old and based in the head office in Dallas. As the company's communications director, she deals with the company's internal and external communications. Sarah is also in charge of the company's successful new email system. She regularly works late to help colleagues or to attend external events. Sarah has a degree in journalism. Sarah's personal interests are writing detective stories, breeding Yorkshire terriers and showing her dogs in exhibitions.

D



Henry King is 57 and is the research and development manager. Henry is based in Dallas. He manages R&D of new product ideas, including the best-selling new chocolate chewing gum range. Henry is famous for always thinking of new ideas and projects. Henry's professional background is in food technology, and in his free time he enjoys visits to museums, art galleries and the theatre.