

Name: _____ () Class: _____ Date: _____

Unit 1 Getting along with others

Read the following article on how young people can become successful at work. Match the words in bold to the correct definitions on page 2.

How to build a professional relationship

To achieve success in this modern society, you should know how to work with others. Here are some tips that can help you build and **reinforce** professional relationships with others.

It is extremely important to show **respect** to others at workplace. This can be done by being **polite** and **considerate** to your **colleagues**. Check yourself and make sure that you are not becoming **self-centred**. Listen to what others have to say before expressing your opinions. Be sympathetic and avoid any **discriminative** practices. Treat people in the same way, regardless of their age, religious belief and gender. Think twice before you speak to avoid **offending** others. You should also keep in mind that even if you do not like the people you are working with, never humiliate or insult them. Such behaviour is just not **acceptable**.

Things that you do and say **convey** your personality to other people. A succinct and **precise** message can make team members get the job done more efficiently. Always clarify when there is a **misunderstanding**. This will often save your time in explaining yourself in the future.

Name: _____ () Class: _____ Date: _____

Match the words in box with the definitions. Write the words in the spaces provided.

acceptable (adj)	colleague (n)	considerate (adj)	convey (v)
discriminative (adj)	misunderstanding (n)	offending (v)	polite (adj)
precise (adj)	reinforce (v)	respect (n)	self-centred (adj)

1.	someone you work with
2.	to make stronger; to enhance
3.	an argument or problem caused by people not understanding the situation or one another thoroughly enough
4.	the thought of being equal to others and not to hurt others' feeling
5.	not being aware of the presence of others
6.	expressing one's thoughts, feelings or idea
7.	accurate
8.	be thoughtful and kind to other people
9.	good enough; satisfactory
10.	to make someone feel upset or angry
11.	the act of being nice to other people
12.	being judgemental to others because of their race, gender or age

Name: _____ () Class: _____ Date: _____

Set A

Read the following blog entry written by Chris. Fill in the blanks with the words given in the box. You may need to change the form of the words.

acceptable (adj)	colleague (n)	considerate (adj)	convey(v)
discriminative (adj)	misunderstanding (n)	offending (v)	polite (adj)
precise (adj)	reinforce (v)	respect (n)	self-centred (adj)

It is a very bad day for me and my team members. We have been working on our project since two weeks ago but the progress is unbelievably slow.

The (1) _____ between Ben and the rest of us has not been resolved yet. He is a very smart (2) _____ but he is just too stubborn. While we thought that it was not a good idea to use a cartoon character in the advertisement, Ben insisted that it was the best way to (3) _____ a brand message. He yelled at us and even used foul language. It was very (4) _____ and totally not (5) _____!

What can the rest of us do? We know that we have to be (6) _____ to others and talk to each other nicely even when we have disagreement, but clearly Ben doesn't think so! We all (7) _____ each other even when we have different ideas and priorities, but he simply thinks we are a group of fools (and says it aloud) when we disagree with him. He is really (8) _____! I hope he can be more (9) _____ about others' feelings and learn to listen to other people's thoughts.

In the meeting today, Ben left early and the rest of us came up with a solution — when we meet again tomorrow morning, we will remind all members the key to successful teamwork. We need to (10) _____ the team spirit and stop arguing. We will let Ben know (11) _____ what we mean and hope we can work better together in the future.

Hope it works! Wish us luck!

Name: _____ () Class: _____ Date: _____

Set B

Read the following blog entry written by Chris. Replace the underlined words with words from the box below. Write the replacements in the spaces provided. You may need to change the form of the words.

acceptable (adj)	colleague (n)	considerate (adj)	convey(v)
discriminative (adj)	misunderstanding (n)	offending (v)	polite (adj)
precise (adj)	reinforce (v)	respect (n)	self-centred (adj)

It is a very bad day for me and my team members. We have been working on our project since two weeks ago but the progress is unbelievably slow.

The (1) conflict between Ben and the rest of us has not been resolved yet. He is a very smart (2) boss but he is just too stubborn. While we thought that it was not a good idea to use a cartoon character in the advertisement, Ben insisted that it was the best way to (3) create a brand message. He yelled at us and even used foul language. It was very (4) dramatic and totally not (5) helpful!

What are the rest of us supposed to do? We know that we have to be (6) sympathetic to others and talk to each other nicely even when we have disagreement, but clearly Ben doesn't think so! We all (7) hate each other even when we have different ideas and priorities, but he simply thinks we are a group of fools (and says it aloud) when we disagree with him. He is really (8) selfish! I hope he can learn to be more (9) worried about others' feelings and learn to listen to other people's thoughts.

In the meeting today, Ben left early and the rest of us came up with a solution — when we meet again tomorrow morning, we will remind all members the key to successful teamwork. We need to (10) destroy the team spirit and stop arguing. We will let Ben know (11) vaguely what we mean and hope we can work better in the future.

Hope it works! Wish us luck!

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	

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1. colleague	someone you work with
2. reinforce	to make stronger; to enhance
3. misunderstanding	an argument or problem caused by people not understanding the situation or one another thoroughly enough
4. respect	the thought of being equal to others and not to hurt others' feeling
5. self-centred	not being aware of the presence of others
6. convey	expressing one's thoughts, feelings or idea
7. precise	accurate
8. considerate	be thoughtful and kind to other people
9. acceptable	good enough; satisfactory
10. offending	to make someone feel upset or angry
11. polite	the act of being nice to other people
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The (1) misunderstanding between Ben and the rest of us has not been resolved yet. He is a very smart (2) colleague but he is just too stubborn. While we thought that it was not a good idea to use a cartoon character in the advertisement, Ben insisted that it was the best way to (3) convey a brand message. He yelled at us and even used foul language. It was very (4) offensive and totally not (5) acceptable !

What can the rest of us do? We know that we have to be (6) polite to others and talk to each other nicely even when we have disagreement, but clearly Ben doesn't think so! We all (7) respect each other even when we have different ideas and priorities, but he simply thinks we are a group of fools (and says it aloud) when we disagree with him. He is really (8) self-centred ! I hope he can learn to be more (9) considerate about others' feelings and learn to listen to other people's thoughts.

In the meeting today, Ben left early and the rest of us came up with a solution — when we meet again tomorrow morning, we will remind all members the key to successful teamwork. We need to (10) reinforce the team spirit and stop arguing. We will let Ben know (11) precisely what we mean and hope we can work better together in the future.

Hope it works! Wish us luck!

Name: _____ () Class: _____ Date: _____

Set B

Read the following blog entry written by Chris. The words underlined are incorrect. Choose the correct words from the box below and write the words in the spaces provided. You may need to change to form of the words.

acceptable (adj)	colleague (n)	considerate (adj)	convey(v)
discriminative (adj)	misunderstanding (n)	offending (v)	polite (adj)
precise (adj)	reinforce (v)	respect (n)	self-centred (adj)

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Hope it works! Wish us luck!

1. misunderstanding	2. colleague	3. covey
4. offensive	5. acceptable	6. polite
7. respect	8. self-centred	9. considerate
10. reinforce	11. precisely	