

The Podcast – Sarah

Sarah discusses the article on page 7 of *The Business Advanced Student's Book*. Listen to what she says about the text.

1 Tick (✓) the subjects that Sarah talks about.

- email
- recycling
- open-plan offices
- commuting to work
- dress code
- appraisals
- business lunches

Listen again and complete the following.

2 Complete the first paragraph with the correct words.

My name is Sarah Redfern. Well, it's called 'Top tips for getting on in the workplace' and there are _____ tips about how to _____ the ladder of success and basically get on pretty _____ with colleagues. Basically, I think that all of them are a bit _____. I found that they were all a bit too much of a _____. I was expecting something quite _____ and they were all rather _____. So actually none of the tips _____ out for me.

3 Answer the following questions:

- 1 Did Sarah enjoy reading the article from p7 of *The Business Advanced*?
- 2 What is the dress code in her workplace?
- 3 Sarah says that appraisals are useful but what else does she think should happen?
- 4 What does Sarah say about the use of emails?
- 5 What aspects of sitting in an open-plan office does Sarah particularly like?
- 6 What three tips does Sarah give for getting on in the workplace?

Discuss in pairs.

4 Sarah talks a bit about appraisals. What do you think takes place during an appraisal? Have you ever had one? Do you think it is important for employees to have an appraisal? What might be the advantages and disadvantages of having appraisals?

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Teacher's Notes

1

dress code, appraisals, email, open-plan offices

2

My name is Sarah Redfern. Well, it's called 'Top tips for getting on in the workplace' and there are nine tips about how to climb the ladder of success and basically get on pretty well with colleagues. Basically, I think that all of them are a bit nonsensical. I found that they were all a bit too much of a joke. I was expecting something quite serious and they were all rather silly. So actually none of the tips jumped out for me.

3

- 1 Not really, she expected it to be serious but she found it nonsensical, silly and a bit of a joke.
- 2 Every day is like dress-down Friday in her workplace.
- 3 She thinks that people should be praised more often or rewarded either with a money bonus or by simply telling people that they are doing a really good job.
- 4 Email is good when you want all team members to be involved. People are too reliant on email. Emails don't mean that workers save any paper. The younger generation's communication skills are better in the written word which can cause problems. People are embarrassed to talk to someone in person and communicate openly.
- 5 Sarah finds it sociable.
- 6 it's important to have a positive attitude; always keep the lines of communication open; everyone should be involved no matter where they are in the hierarchy

4

Before you start, ask students to make a note of what Sarah says about appraisals. You may need to listen to the recording for a third time for this exercise. Establish what students know about appraisals and then discuss how important they are. Now ask students if employees should be allowed to give appraisals to their managers.

