

Handout Unit 14

1. Preview vocabulary

define		courses
develop		discussion
suit		needs
run		pressure
manage		programmes
cope with		programmes
provide		requirements
take part in		stress

training		discounts
business		experience
technical		format
management		issues
experienced		management
customised		method
solution		needs
computer		package
complete		range
hands-on		requirements
corporate		skills
course		trainers
training		training
management		training
crisis		user

2. Questions about the article

1. What were Brutus's good and bad traits?
2. Why has Shakespeare been studied recently?
3. How is Shakespeare used by the Adelmans?
4. What do the seminars look like?
5. What are the Adelmans' qualifications for such a job?
6. Give examples of how studying Shakespeare's characters improve management skills.

3. Translation

školení šité na míru a vyhovující rozpočtu
balíčky řešení
úplná škála kurzů a speciální podnikové slevy
praktická zkušenost
vyrovnat se se stresem a zvážit důsledky
porušit subordinaci
slavnostní projev jako příklad přesvědčivého proslovu
přistupovat k něčemu bez předsudků
vznášet rozhodující otázky
zapsat se na kurz vnitropodnikového vzdělávání
pečlivé plánování jako prvořadý úkol
provinit se krákozrakostí a nerozhodností

5. Career skills

get the _____ across
central _____
take _____ of sth
_____ the problem

_____ good idea
_____ the targets
under the _____
that's an _____ lot

increase in _____

4. Listening 1

Notice how the king uses "we" _____: "We few, we happy few".
 This puts him in the position of a _____ leader from the beginning. He too is part of the team.
 It is very _____ for the team to feel the leader is part of it and working towards the same goal.
 They are, as he puts it so well, "a band of brothers". He makes them feel part of an _____,
 (the happy few). Indeed they are _____ to be part of this team! They have been chosen
 especially, and others have been _____ - the "gentlemen in England now a-bed". And the people
 who really invest time and energy and make _____ - "he to-day that sheds his blood with us"
 will be _____. He tells them they will be remembered as heroes and become gentlemen.
 Now, if you put that in the _____ of a manager today motivating, let's say, his sales team, you
 have all the necessary elements. It's like saying: "OK, guys, we have a difficult _____ to complete
 but I wouldn't ask you if I didn't think you could do it - and there are big _____ and promotions
 in it for us all if we succeed."

6. Dilemma and Decision - vocabulary

ABSENTEEISM	BUDGET
STAFF	COSTS
RECRUITMENT	COURSE
HUMAN	ISSUES
LINE	MANAGERS
TRAINING	PROBLEM
LONG-TERM	RESOURCES
STRESS-RELATED	RESULTS
TAILOR-MADE	TURNOVER

CONDUCT	A STUDY
ASCERTAIN	GOALS
COME UP	CHALLENGES
SUFFER	INCENTIVES
PROVIDE	REASONS
ENJOY	RELATIONSHIPS
ENHANCE	SKILLS
DEVELOP	STRESS
SET	WITH SOLUTIONS

7. Dilemma and Decision - Listening

Joyce Moorhead agrees that training is an _____. She thinks that communication problems
 should _____ as soon as they occur and that managers should _____ on the offered course.
 And, as the _____ will not be noticeable by the employees she would spend the _____
 the stress management course or the _____ course, which would serve as a _____
 In the long-term, _____ should be offered, or gym and training facilities could _____
 because it would _____ a lot of stress.

8. Prepositions

to have an impact _____ sales
 to become more competent _____ your job
 a dramatic drop _____ the share price
 an increase _____ the value
 insist _____ participation _____ the course
 a programme conforming _____ basic rules
 to be trained _____ mathematics
 to make one's mind _____ about a dilemma
 to comply _____ regulations of the state

9. Word formation

1. Brutus was not a _____ man, he was a traitor. (HONOUR)
2. Your _____ in the training is required. (PARTICIPATE)
3. He applied his _____ to the solution and was rewarded afterwards. (WISE)
4. The CEO made a _____ speech announcing the need to increase sales. (PERSUADE)
5. The training will _____ you to manage pressure effectively. (POWER)
6. It was quite an _____ event. Something you should try as well. (FORGET)
7. Our _____ training will provide you with the experience you need. (CUSTOM)
8. The bank damaged the client by comparing them _____ with their biggest rival. (FAVOUR)
9. Market _____ of the retailer suffered a slump due to their rating. (CREDIT)
10. Who is responsible for the _____ of the report? (ACCURATE)
11. It was hard work dealing with the _____ of fraud. (ACCUSE)
12. _____ learn to issue programming commands. (TRAIN)
13. After the _____ of the course I might go on another one. (COMPLETE)
14. All _____ customers find it difficult to access finance. (ADVANTAGE)
15. Thanks to his _____ spirit he managed to get on with the plan. (ENTERPRISE)

10. Linking words

1. _____ it was raining, I didn't get wet.
2. _____ my wife likes to travel abroad, I prefer to stay at home for my vacations.
3. Jerry passed the exam first time, _____ I had to retake it three times.
4. _____ Mei Li doesn't speak English, she can't go to university in Canada.
5. I will be late today, _____ my car has broken down.
6. I don't drink coffee, _____ it makes me nervous.
7. Jun couldn't buy any Christmas presents, _____ he didn't have any money.
8. Paula got the job, _____ she had no experience.

11. Linking words

1. Some apples are red. Others are green. (while)
2. Surfing is fun. It can be dangerous. (though)
3. The boat could not move. There was no wind. (since)
4. I took my umbrella. It was raining. (as)
5. Deer are cute. They eat all your flowers. (although)
6. We lost the match. We were the better team (despite)
7. She injured her foot. She managed to walk to the village. (although)

12. WB Listening

1. What do business schools agree on that makes a good leader?
2. In which place did the Centre of Creative Leadership rank in the Financial Times' listing?
3. Where are Centre's campuses located?
4. Name some companies which are the Centre's clients.
5. Why do people close to the student fill out questionnaires about the student?
6. What happens in simulations?

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