

VOCAB REVIEW

Fill in the blanks.

1. The CEO told the media there were no further acquisitions in the p_____e.
2. We get most of our clients by word of m____h.
3. The staff restaurant is where staff i_____t socially.
4. Sometimes you have to a____t the design to suit the customer's requirements.
5. She gave me one of those i_____tible smiles and I just had to agree.
6. The CEO had that i_____ble quality that we call charisma.

WORDS TO LEARN (Reading Section)

Listen to some essential words for the TOEIC test without looking at the word list.

Now look at the list of today's vocabulary and repeat after the teacher.

set up/ one-to-one / effectively/ mentor / look up to/ facilitate / appraised/
 confidential / mentored / stay on track/ asset / mentee / mentoring/ appraisal/ carried
 out

WORDS IN CONTEXT

 Fill each of the blanks in the passage with one of today's vocabulary word(s) listed above.

Many organizations consider their staff to be their most valuable and a program for new employees. The is usually an experienced manager or employee and should be someone whom the new employee can The person being can ask questions about what to do in their new job or role. Usually the conversations between mentor and are Mentoring focuses on a specific need or situation and is often by the line manager. The line manager is the person at work who is in charge of your department, group or project. For example, at a performance the person being may say that they have a day-to-day problem, perhaps a difficulty communicating with a customer. The line manager will then agree to help them with this problem and work with them over the next four weeks to solve the problem. In this way, the line manager helps them to and to the development of their staff.

DAY 37

 Match each definition (A – O) with today’s vocabulary word (1 – 15)

DEFINITIONS

- A. a person with experience in a job who supports and advises someone with less experience to help them develop in their work
- B. a meeting between an employee and their manager to discuss their progress, aims, and needs at work
- C. someone who is given support and advice about their job by a mentor
- D. to start a new business
- E. to do or complete something
- F. helping and giving advice to someone who has less experience
- G. to progress in a way that is likely to result in success
- H. in a way that successfully achieves the result that you want
- I. without involving anyone else
- J. private, and intended to be kept secret
- K. to help people deal with a process by making it easier
- L. to admire and respect someone
- M. given support and advice by a mentor
- N. to meet with an employee to discuss their progress, aims, and needs at work
- O. a useful or valuable quality, skill, or person

- 1. set up
- 2. one-to- one
- 3. effectively
- 4. mentor (n)
- 5. look up to
- 6. facilitate
- 7. appraise
- 8. confidential
- 9. mentored
- 10. stay on track
- 11. asset
- 12. mentee
- 13. mentoring
- 14. appraisal
- 15. carry out

Part 5 exercise

Choose the word that best completes the sentence.

Identifying the missing part of speech (noun, verb, adjective, adverb, etc.) can help you eliminate some of the choices.

If the missing word is a noun, for example, you can rule out the choices that are not nouns.

- 1. The entire property is at \$7.2 million.
(A) appraise (B) appraisal (C) appraiser (D) appraised
- 2. All the employee questionnaires will be treated as strictly
(A) confidence (B) confidential (C) confidentially (D) confidentiality
- 3. The company has now a website.
(A) set down (B) set against (C) set up (D) set in

Gap-filling Exercise

Fill each gap with today’s vocabulary words.

- 1. Staff must be given enough training to be able to do their jobs
- 2. Performance focus centrally on task standards and on work behaviors, not on personality.
- 3. He acted as a business to many young aspiring entrepreneurs.
- 4. An expert negotiator was brought in tothe discussion.
- 5. Knowledge of languages is a real in this sort of work.