

Teacher's notes | Reading file 8

Learning objectives in this lesson

Skimming for gist, reading for detailed comprehension, focusing on key vocabulary from the text, and discussing and giving opinions about the topic of the text.

- 1 Ask students to work in pairs and discuss the questions, then get them to feed back to the class. Ask for students to expand on any interesting points that come out of the feedback.

- 2 Give out the text and allow students two minutes to skim-read it. Then discuss the meaning of each of the possible titles and choose the best one.

Answer

The most apt one is probably 'Oiling the wheels'

- 3 Ask students to read the first four paragraphs again more slowly and carefully, and to answer the questions.

Answers

- 1 Company brochures and annual reports
- 2 The printers thought the sales people promised too much to the clients; The sales people thought the printers were over-sensitive and uncooperative; The support staff felt they were not getting the rewards that other staff were getting.
- 3 There was a very good bonus scheme so people earned more than the industry average.
- 4 She thought the one she had been on was a waste of time and didn't work.

- 4 Ask students to read the rest of the text and complete the table. They could compare their answers in pairs before feeding back to the class.

Answers

Action	Purpose	Result
shadowing	To see what is involved in other people's jobs	People's attitudes to other departments softened
'fun' events	To try and develop good relationships among staff	Fewer arguments and people worked better together

- 5 Encourage students to scan the text again for the collocations, rather than guessing.

Answers

1 b 2 f 3 c 4 g 5 a 6 d 7 e

- 6 Students could work in pairs to decide the meaning of the collocations. As a follow-up activity, you could ask students to take turns coming up with a new sentence for each of the collocations.

Answers

Competitive segment = a market in which lots of companies are present and active
Annual report = a report on a company's position, published every year
Public company = a company that sells shares over the stock exchange
Full potential = the maximum possibilities for something
Staff turnover = the number of people leaving a company
Complete failure = having no success at all
Personal relationship = contact and friendships between individuals

- 7 Students do the exercise alone then compare their answers with a partner. As a follow-up activity, you could ask students to take turns coming up with a new sentence for each of the phrasal verbs.

Answers

- 1 look down on
- 2 stay on
- 3 break down
- 4 end up
- 5 sort out

- 8 Ask students to look at the text again and find three words that would be useful in their line of work. Get them to discuss their answers with their partner, giving reasons why.

- 9 Ask students to discuss the questions in small groups for 8–10 minutes, then get each group to feed back to the class.