

Objectives

- Talk about career breaks and relocation
- Present a case
- -ing form and infinitive
- Talk about time off



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1. Read the comments below. What do you think they are about?

...enhanced problem solving and adaptability.

I am more knowledgeable ...

...different industries, environments and perspectives!

...diversity of team members, we can learn from different cultures.

growth opportunities...

...valuable experience...



Audio
15.1

2. PwC Global Mobility Programme offers solutions for organizations with internationally mobile employees. The programme assists in managing the complexities of international assignments, including tax, immigration, and social security concerns.

Listen to 2 people speaking about their experience moving abroad and complete the table.

	Country	Experience gained	Challenges	Support received	Career impact
Speaker 1					
Speaker 2					

3. Read the comments below. What do you think they are about?

1. broaden ____

2. developmental ____

3. international ____

4. renewed ____

5. fully-fledged ____

6. career ____

7. retention ____

8. develop ____

9. from ____

10. broad-based ____

11. company ____
- a. member of staff

b. policy

c. development

d. horizons

e. soft skills

f. scratch

g. opportunity

h. initiatives

i. network

j. enthusiasm

k. rate

4. Use the phrases from exercise 3 to retell one of the speaker's stories.

5. Complete the table with the correct word forms (*optional*).

Verb	Noun	Adjective / Past Participle
broaden	1 _____	2 _____
develop	3 _____	4 _____
renew	5 _____	renewed
6 _____	enthusiasm	7 _____
retain	8 _____	9 _____
relocate	10 _____	relocated

6. Complete the sentences using the words from exercise 5 (*optional*).

- 1. To _____ her professional expertise, Michele decided to move to the London branch of her company.
- 2. The _____ of experience she gained during her stay was significant.
- 3. With _____ enthusiasm, she returned to her original branch.
- 4. The company noted an increased _____ rate among employees who took international assignments.
- 5. The overseas experience was truly _____ for her career.



7. Work with your teacher / partner. Imagine that you have the chance to work in one of these countries: South Africa, Albania, Vietnam, Peru. Answer the questions:

1. Which country would you choose? Why?
2. What things would you consider when choosing a country?
3. Which aspects of secondment would be most important for you:
 - developing soft skills
 - being part of international network
 - broadening your horizons
 - learning a new language
 - career development

extra vocabulary

Spin someone / something in a positive light (put a positive spin on) - to describe favourably in a way that runs contrary to the evidence.

E.g. They have tried to put a positive spin on the situation.

extra writing

Write an inquiry about relocation opportunities in your company **(80-100 words)**.

1. Look at the picture and the word cloud and guess the meaning of the word 'sabbatical'.
2. Do you think going on sabbatical leave can be good for someone's career? Why?
3. What are the dangers of taking a long break from work?
4. Would you want to take an extended time off from work or studies? Why / why not? If yes, what would you do?



2. Read the information below. What do you think these people have in common?



Logan Green
co-founder of Lyft

Zimbabwe and Zambia

new perspective on life

broadened his horizons



Marc Benioff
the co-founder of Salesforce

charity

renewed enthusiasm

India



Georges Elhedery
Group Chief Financial Officer at HSBC

personal development

learned Mandarin



3. Read the text and answer the questions.

1. How did Logan Green's trip to Africa help start Lyft?
2. How did Marc Benioff's India trip change Salesforce's goals?
3. How did people react when Georges Elhedery took a long break?
4. How can companies gain by letting employees take sabbaticals?
5. Why might taking a sabbatical be good for employees?

In the high-powered world of corporate leadership and relentless ambition, one would **hesitate** to even contemplate taking a break. The decision to **postpone** work duties for personal growth might be seen as jeopardizing one's professional advancement. But is taking a sabbatical really career suicide?

Logan Green, co-founder of Lyft, didn't think so. His journey through Zimbabwe and Zambia provided him with **a new perspective on life**. It wasn't just a break; it was an opportunity to broaden his horizons. The public transportation systems he encountered during his travels heavily influenced the business model for Zimride, which eventually evolved into Lyft, a ridesharing company. Rather than causing a career downturn, his sabbatical led to the birth of a multi-billion-dollar company.

Similarly, Marc Benioff, the co-founder of Salesforce, decided to **head off in a new direction** for a short while. He took time off before launching his company to travel to India, where he volunteered with a charity. That journey allowed him to appreciate different cultures and return with renewed enthusiasm. His time working for a **voluntary organization** played a pivotal role in shaping Salesforce's mission statement.

However, Georges Elhedery's story is perhaps the most surprising. When he announced a six-month sabbatical for "personal development" in his late forties, many in the investment banking world were shocked. Such a move,

especially for a senior banker, was unheard of. Yet, the most astonishing thing in his tale was his return. After developing some soft skills and learning Mandarin, Elhedery wasn't sidelined. Instead, he was promoted to chief financial officer, positioning him as a contender for the top job of chief executive at HSBC.

From these examples, we can infer a few things. Firstly, professionals should not **feel uncertain about** taking time off if they believe it would **give** them **a new outlook** on their personal and professional lives. Sabbaticals can help individuals **feel revitalized**. Furthermore, such breaks can be opportunities to develop soft skills, learn new languages, or even work for a voluntary organization, which can provide invaluable experiences.

Yet, the hesitation remains. Many **put off** for career reasons, fearing they will be out of the loop or replaced. Indeed, there are risks. Companies may not always appreciate the value of a sabbatical unless it's a clear company policy. Not every professional might return to a promotion like Elhedery. However, a useful piece of advice is to communicate the purpose and potential benefits of the sabbatical to employers.

Thus, sabbaticals can play a crucial role in career development. They provide professionals with a chance to **recharge, gain a new perspective**, and possibly head off in exciting new directions. For companies, supporting sabbaticals might improve the retention rate as employees **feel grateful for** the opportunity to grow and return with a broader vision.

4. Complete (1-6) with the correct word from the box and its definition (a-c) - (optional).

- Voluntary organization • Hesitate • Recharge
- Outlook • Perspective • Postpone

1. _____
 a. To stop frequently while moving.
 b. To pause before you do or say something, often because you are uncertain or nervous about it.
 c. To resist or delay an action due to reluctance.
2. _____
 a. To move something to a closer date.
 b. To extend the duration of an event while it's occurring.
 c. To delay an event and plan or decide that it should happen at a later date or time.
3. _____
 a. A person's way of understanding and thinking about something.
 b. The expectation or prediction about the future.
 c. A scenic view from a particular place.
4. _____
 a. To fill something up again.
 b. To exchange one thing for another to regain balance.
 c. To rest so that you can get your energy back.
5. _____
 a. The technique of representing three-dimensional objects on a two-dimensional surface.
 b. A particular way of viewing things that depends on one's experience and personality.
 c. An optical illusion that distorts objects.
6. _____
 a. A voluntary organization is a non-profit group that works for public or communal interests, often relying on donations and volunteers.
 b. An organization where membership requires an invitation.
 c. A company that primarily operates with professional staff members and no unpaid positions.

5. Complete sentences (1-5) with the prepositions below.

- for
- off
- on
- about
- off

1. Have you ever wanted to head _____ in a new direction in your career?
2. Do you ever feel uncertain _____ trying new things?
3. What have you put _____ doing recently?
4. What do you feel grateful _____?
5. Would a career break help you gain a new perspective _____ life?

6. Answer the questions from exercise 5.

extra vocabulary

Conflict of interest – a situation in which someone cannot make a fair decision because they will be affected by the result.

E.g. I need to declare a conflict of interest here - one of the candidates for the job is a friend of mine.

7. Work with your partner / teacher. Make a list of pros and cons of taking a sabbatical (*optional*).
8. Come up with a sabbatical-leave policy for your organization. Use the questions below.
 - a. Who can take a career break?
 - b. How many years of work are needed first?
 - c. How long does a sabbatical last?
 - d. Is it paid or unpaid?
 - e. How will you measure the success of the program?

extra vocabulary

Be cut out for something - to be the right type of person for a particular job or activity.

E.g. He's just not cut out for politics.

extra writing

Write a memo with information about the sabbatical-leave policy in your company. If there isn't such a policy, create one **(100-120 words)**.

1. Answer the questions.

1. What is the difference between a sabbatical and secondment?
2. Which would you choose? Why?



Audio
15.2

2. Read the *Context*. Then listen to Part 1 of the meeting and correct the notes (1-5).

CONTEXT



DoorDash is a technology company that operates an online food ordering and food delivery platform. Founded in 2013, it has quickly become one of the leading food delivery services in the United States and has expanded its operations to various other countries. The company relies more and more on highly qualified university graduates who speak English and at least one other foreign language. Recently they have noticed that millennials often leave the company if they don't feel that their work is valued. This is beginning to become a problem. John (Head of Human Resources), Sarah (People partner) and Alex (Manager of Employee Development) are meeting to find a solution.

Notes

1. The company's main goal is to sustain a local team.
2. The young employees leave because they are underpaid.
3. Interacting with international colleagues is vital for the older generation.
4. There's a necessity for everyone to move abroad for interaction.
5. Relocation has no advantages.





Audio
15.2

3. Listen to Part 2 of the meeting and complete the table.

	Pros	Cons
Sabbaticals / Career breaks		
Secondment / Relocation		

extra vocabulary

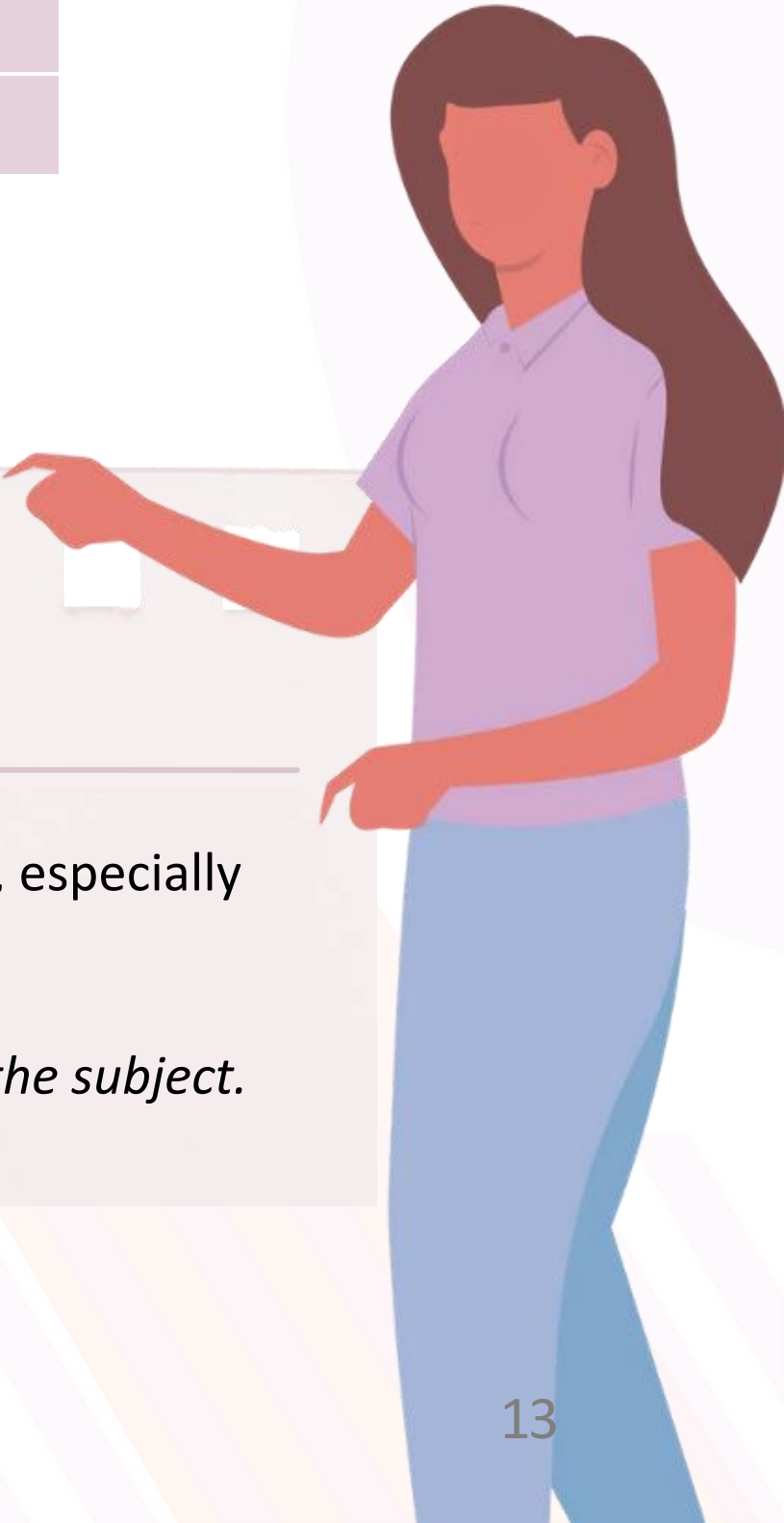
Drop the ball – to fail to perform as expected.

E.g. Please, don't drop the ball on this - we're relying on you.

extra vocabulary

Drop it/the subject – to stop talking about something, especially because it is upsetting or annoying.

E.g. I don't want to talk about it any more - let's drop the subject.



4. Match the beginnings and endings of the sentences. There is one ending that you don't need.

5. Complete the phrases using the words below.

1. This is a chance we _____

2. It's a once _____

3. I'd really appreciate it _____

4. I understand _____

5. There are also _____
- a. **if** we could focus on the practicality here.

b. **your misgivings, but** think of it as an investment.

c. **benefits for the company.**

d. that is **a good fit.**

e. **can't afford to miss.**

f. **in a lifetime opportunity** for many.

- long-term

• abundant

• win-win

• invaluable

1. It's a _____ situation.

2. The plus points are _____ .

3. The experience they would gain would be _____ for our overarching goals

4. It's been a _____ goal of ours to build a sustainable, global team

6. Decide which category in the table the phrases from exercises 4 and 5 belong to (*optional*).

a. Stating what you want	b. Arguing persuasively	c. Dealing with objections	d. Explaining benefits

7. Read the Key Expressions and clarify the meaning of the phrases you do not understand.

Stating what you want

- It's been a long-term goal of mine to ...
- I intend to ...
- I'd really appreciate it if ...

Stating motivation

- I've been inspired by ...
- I'd like to do this because ...
- My motivation for this comes from ...

Arguing persuasively

- It's a once in a lifetime opportunity.
- This is a chance I can't (afford to) miss.
- I'll never be satisfied unless I do it.

Dealing with objections

- I understand your misgivings, but ...
- That's hardly fair. I've never refused to ...
- But there are also (other) benefits for (you / the company).

Explaining benefits

- It's a win-win situation.
- The experience I'd gain would be invaluable for ...
- The plus points are ...

8. Work with your teacher / partner. Read the situation below and use the Key expressions to role-play it.

Student A

Your company has recently opened a new subsidiary in Berlin. You would like to relocate there for a year because you've always wanted to live in Germany and you think it would be a great opportunity to brush up on your German. You have already brought it up several times to your boss but he/she doesn't seem to have noticed.

Student B

One of your team wants to relocate to the newly-opened Berlin office. It doesn't seem feasible as two other members of staff have left and the team's workload is now extremely high and this employee is very valuable for you. Find a solution.

Stating what you want

- It's been a long-term goal of mine to ...
- I intend to ...
- I'd really appreciate it if ...

Stating motivation

- I've been inspired by ...
- I'd like to do this because ...
- My motivation for this comes from ...

Arguing persuasively

- It's a once in a lifetime opportunity.
- This is a chance I can't (afford to) miss.
- I'll never be satisfied unless I do it.

Dealing with objections

- I understand your misgivings, but ...
- That's hardly fair. I've never refused to ...
- But there are also (other) benefits for (you / the company).

Explaining benefits

- It's a win-win situation.
- The experience I'd gain would be invaluable for ...
- The plus points are ...

Putting a forward case

9. Choose one of the cases below and present it.

- request flex-time or remote work
- ask for financial support for further education
- request a sabbatical
- ask for a promotion or salary increase
- request a transfer to a different department, branch, or location
- propose a new training program

extra writing

Write an email to your HR department requesting an English language course. State your motivation and explain the benefits. **(80-100 words).**

extra Vocabulary

Bash on - to continue doing something that is difficult, boring, or takes a long time.

E.g. Oh well, that's enough chatting. I suppose I'd better bash on with this essay.

extra vocabulary

A change of scenery – if you have a change of scenery, you go somewhere different after being in a particular place for a long time.

E.g. We spent the weekend in Seattle just for a change of scenery.

1. Read the sentences. Which one best describes you?

1. I unwind by watching TV-shows or binge-watching movies on Netflix.
2. I'm an outdoor enthusiast, so I often go hiking, biking, or picnicking.
3. I love barbecues, dinners, or parties.
4. I usually spend the weekend doing chores I don't have time to do during the week.
5. I play in a local football/ tennis/ squash... team.

2. Complete the sentences about your time off / weekend (use your own ideas or expressions a-j).

1. If I had had more time last weekend, I ...
2. If I could, I ...

- a. have a lie in
- b. go for a jog in the park
- c. catch up on some reading
- d. cook a big meal
- e. attend a yoga class
- f. have friends/family around
- g. watch a new movie
- h. go shopping
- i. play video games
- j. tidy up my apartment





Audio 15.4

3. Listen to two conversations. Tick (✓) the things that people did.

- | | |
|---|---|
| ☐ Caught up on household chores. | ☐ Had a barbecue. |
| ☐ Went fishing. | ☐ Participated in a pottery workshop. |
| ☐ Visited a new café. | ☐ Did some gardening. |
| ☐ Rested and relaxed at a lakeside cabin. | ☐ Dined at local eateries during the evenings. |
| ☐ Attended a jazz concert in the city. | ☐ Visited some beaches. |
| ☐ Took a road trip. | ☐ Took a hot air balloon ride. |
| ☐ Went hiking. | ☐ Learned to salsa dance. |
| ☐ Fixed a broken shelf in the living room. | |



Audio 15.4

4. Listen again and jot down the phrases used to:

- a. ask about the weekend (*E.g. How did you spend the weekend?*)
- b. speak about activities (*E.g. I've always wanted to ...*)



5. Listen to 5 people talking about how they unwind. Write down the main things they do. Do you do any of the same things?

Audio 15.5

1. _____

2. _____

3. _____

4. _____

5. _____

6. Use the expressions below to discuss with your teacher/partner what you did last weekend, or what you normally do at the weekend. Try to find five things that you both did/normally do.

E.g.

A: How did you spend the weekend?

B: I normally have a lie in on Sundays, but this weekend I had to catch up on some chores.

A: Me too. I got up early on Saturday to do some work on the house.

- How did you spend the weekend?
- What did you get up to?
- Did you manage to get away?
- I caught up on ...
- It needed doing...
- It turned out to be ...
- It was a relaxing way to spend ...
- I've always wanted to ...
- We managed to fit in ...



1. Read the emails answer the questions.

- 1. Why does Ryan want to relocate?
- 2. What problems did he have in Riyadh?
- 3. When does Ryan want to move and why?
- 4. What changed about the company's relocation rules?

Trebuchet MS12

To: Global Mobility Team

Subject: Relocation inquiry

From: Ryan Stoltenberg

Dear Team,

I hope this email finds you well. I am writing to inquire about potential relocation opportunities within our organization. I **regret spending** 3 months in our subsidiary in Riyadh a year ago as it was culturally challenging for me. I **remember struggling** to learn Arabic and building relationship with the local team. I **tried adjusting** to the new environment, but it was quite tough for me. At some point, I just **stopped trying**. So before I **go on to** make any decisions, I'd **prefer to** get more information about the process and available locations. By the way, I **prefer relocating** during the summer to avoid disruptions in my children's school year. Could we perhaps discuss the details?

Best, Ryan

Trebuchet MS12

To: Ryan Stoltenberg

Subject: RE: Relocation inquiry

From: Global Mobility Team

Dear Ryan,

Thank you for reaching out. We've recently updated our relocation policy, so it's great you **stopped to** ask. **Remember to** submit all your documentation before the relocation deadline and **try to familiarize** yourself with the new guidelines before our meeting. We **regret to** inform you that some locations have limited vacancies and the relocation bonus has been discontinued but we'll do our best to accommodate your preferences. In light of your inquiry, we would **prefer** setting up a meeting to explore potential locations and guidelines. Please let us know your availability, so we can **go on** planning the discussion.

Boyd Champlin, Global Mobility Team

2. Match the rules (1-2) in the Language point with meanings (a) or (b). Then find examples among sentences (1-11) from the emails.

LANGUAGE POINT	
1. Remember doing 2. Remember to do	a. to do what you have to do E.g. _____ b. have a memory of something E.g. _____
1. Stop doing 2. Stop to do	a. finish an action E.g. _____ b. to end one activity in order to start another E.g. _____
1. Go on doing 2. Go on to do	a. stop one action and change to another E.g. _____ b. continue doing something E.g. _____
1. Prefer to 2. Prefer doing	c. in general E.g. _____ d. on this occasion E.g. _____
1. Regret doing 2. Regret to do	a. be sorry about something you are about to do E.g. _____ b. be sorry about something you did in the past E.g. _____
1. Try to do 2. Try doing	a. do something to see what happens. E.g. _____ b. make an effort to do something, but don't necessarily succeed. E.g. _____

1. I **remember struggling** to learn Arabic and building relationship with the local team.

2. **Remember to** submit all your documentation before the relocation deadline.

3. At some point, I just **stopped trying**.

4. It's great you **stopped to** ask.

5. Please let us know your availability, so we can **go on** planning the discussion.
6. So before I **go on to** make any decisions, I'd **prefer to** get more information about the process and available locations.

7. I **prefer relocating** during the summer.

8. I **regret spending** 3 months in our subsidiary in Riyadh a year ago.

9. We **regret to** inform you that some locations have limited vacancies.

10. I **tried adjusting** to the new environment, but it was quite tough for me.

11. **Try to familiarize** yourself with the new guidelines before our meeting.

3. Match the beginnings of sentences (1-2) with their endings (a) or (b).

1. He remembered calling the client _____

2. He remembered to call the client _____

1. He went on to discuss the new proposal _____

2. He went on discussing the proposal, _____

1. He stopped to buy _____

2. He stopped buying _____

1. I regret to say _____

2. He regretted saying _____

a. even though his schedule was packed.

b. and felt a sense of relief.

a. and it captured everyone's interest.

b. much to the group's annoyance.

a. some flowers and ran into an old friend.

b. junk food after his health scare.

a. harsh words during the argument and wanted to apologize.

b. that the concert has been cancelled due to unforeseen circumstances.

extra grammar

We use **like doing** when we do and enjoy it.

E.g. I like inviting friends to dinner at the weekend.

We use **like to do** when we think it is a good thing to do, but I don't necessarily enjoy it.

E.g. It's not my favourite job, but I like to clean the kitchen as often as possible.

4. Choose the correct verb form.

1. Please, remember **to speak / speaking** to Diana when you are in the office.
2. I stopped in London **to meet / meeting** David.
3. She was driving in a hurry but she stopped **to answer / answering** her mobile phone.
4. I regret **to say / saying** 'No' to the job in Paris.
5. Did you remember **to send / sending** the invoice?
6. He stopped **to work / working** on the project after three months because of ill-health.
7. We regret **to inform / informing** you that you were not selected.
8. I must have my keys somewhere. I remember **to open / opening** the office in the morning.
9. First, I'll present the new product, then I'll go on **to describe / describing** our new range of drinks.
10. We've stopped **to meet / meeting** so often. It was a waste of time.
11. I don't remember **to say / saying** anything like that.
12. The new product is doing really well. We should go on **to sell / selling** it for another 3 months.

extra grammar

We use **mean doing** when one thing involves another.
E.g. Globalization means being active in every major market.

We use **mean to do** to express an intention.
E.g. I meant to call you, but I forgot.

5. Write the sentences in a different way using infinitive or –ing and ‘remember, stop, continue’ (*optional*).

1. Did you recall sending the email?
2. They paused to look at the new website design.
3. We persisted in arguing about the changes.
4. She proceeded to ask for a discount.
5. This bill is huge! I recollect paying it last month.

6. Continue the sentences with your ideas.

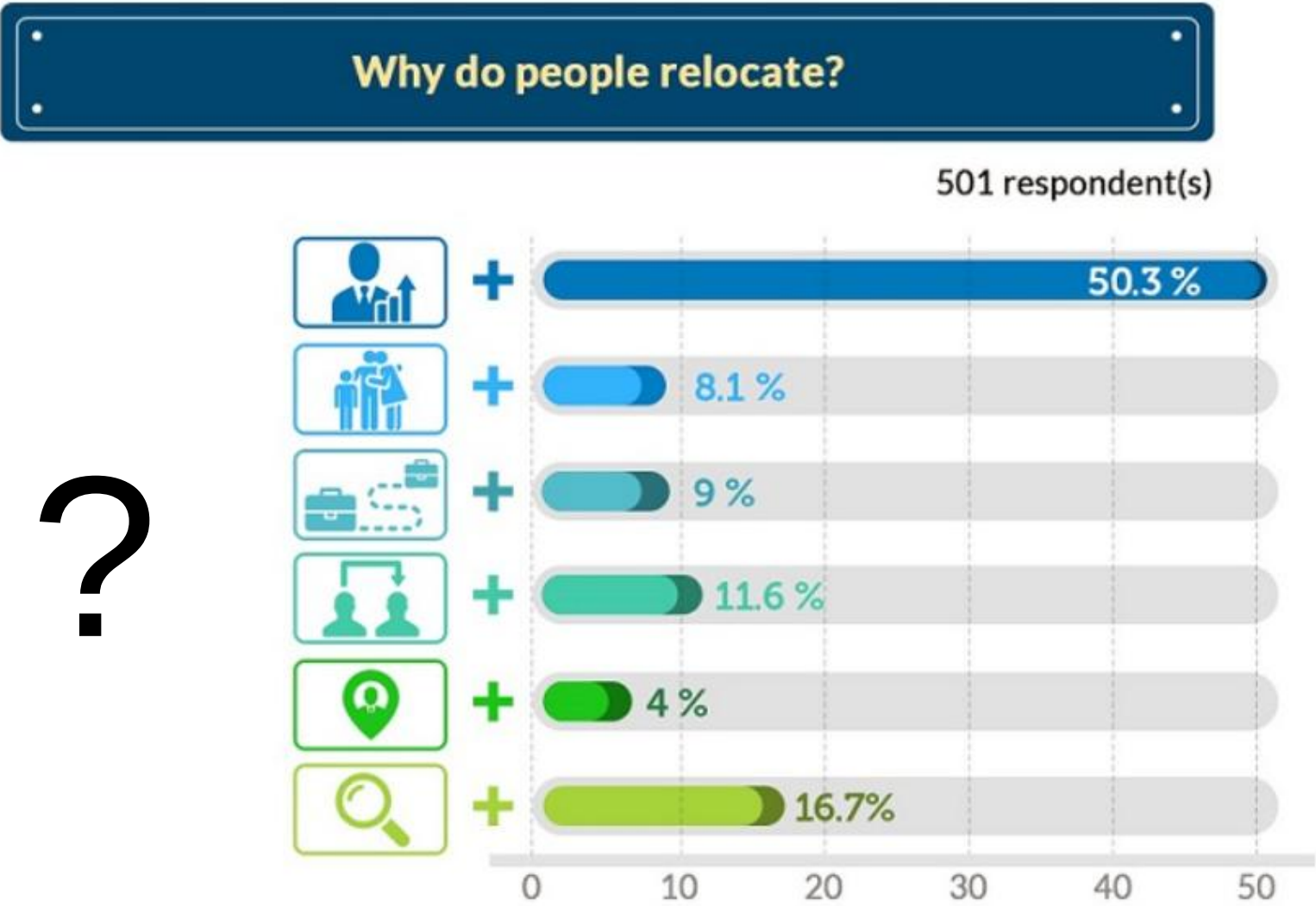
1. I remember to ...
2. I remember + ing ...
3. I went on to ...
4. I went on +ing ...
5. I stopped to ...
6. I stopped +ing ...
7. I regret to ...
8. I regret +ing ...



- cost of living ____
- healthcare system ____
- language ____
- safety and crime rates ____
- cultural differences ____
- education ____
- taxation ____
- love ____
- climate ____
- political stability ____
- recreational activities ____



2. Complete the infographic below with your ideas.



Men's most challenging part

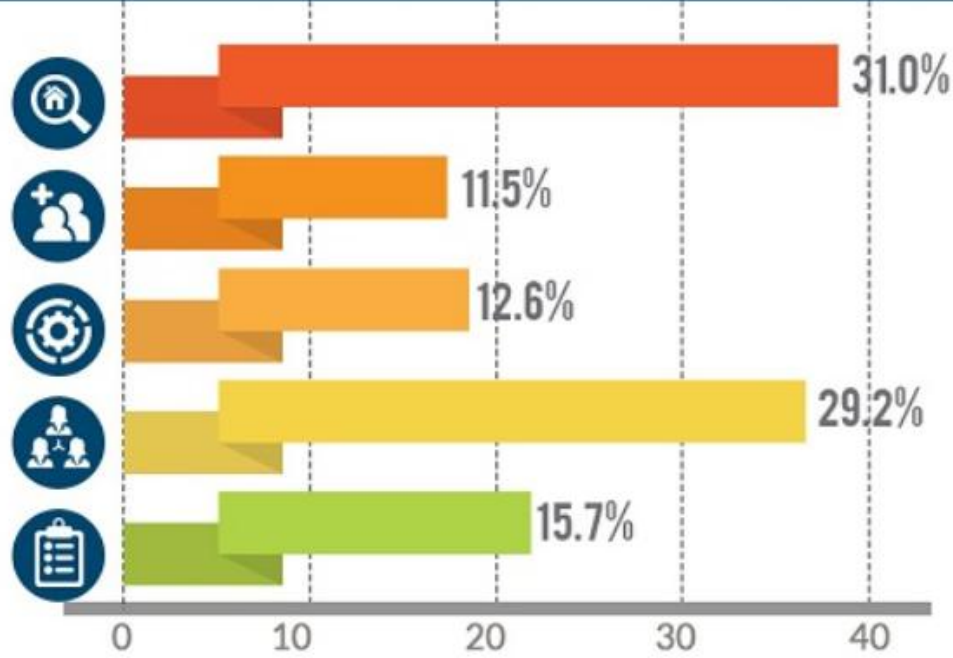


Women's most challenging part



What is the most challenging part of relocating for a job?

?

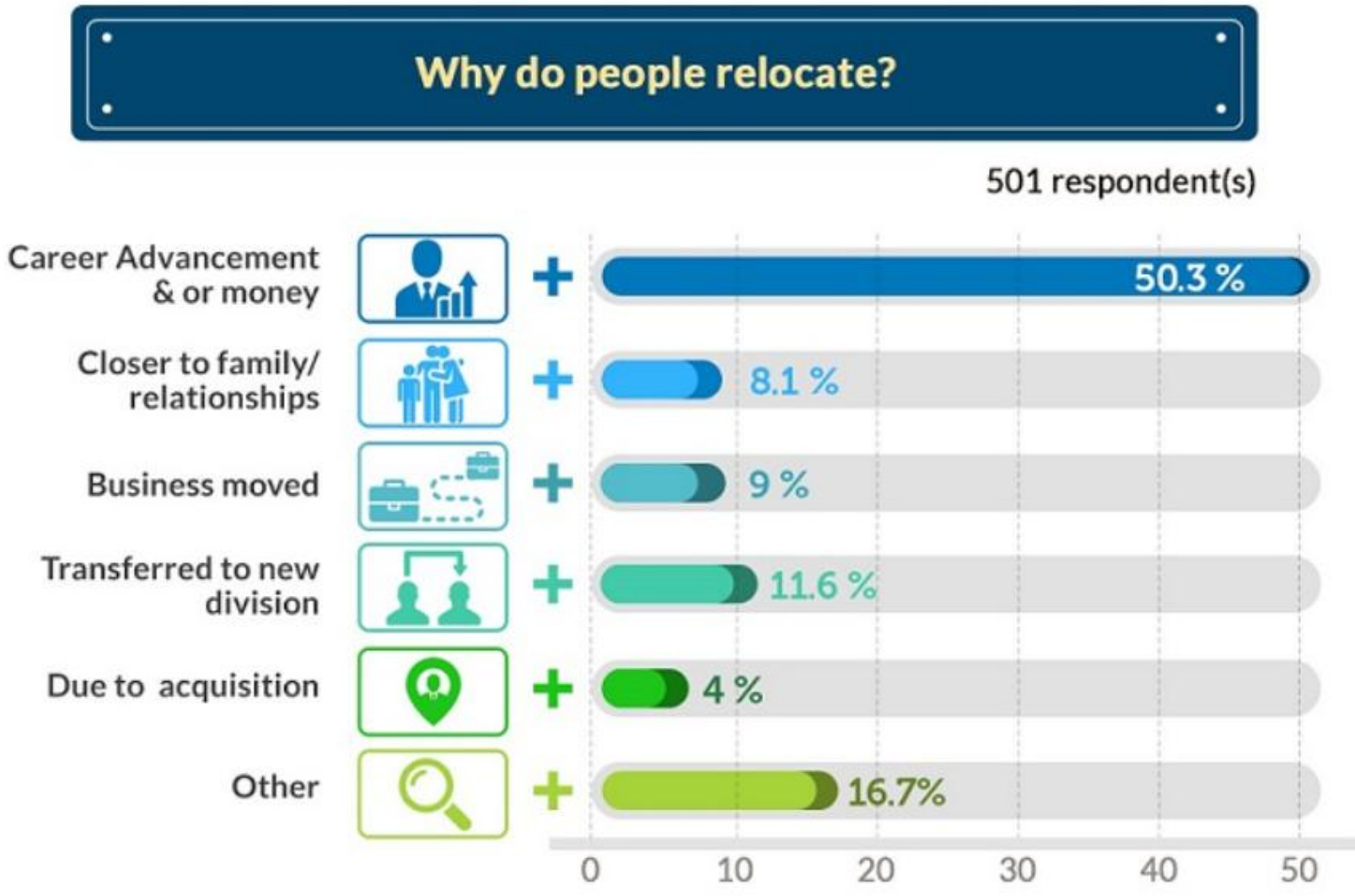


Type of compensation provided by companies

?



3. Look at the infographic. Were your answers in exercise 2 similar?

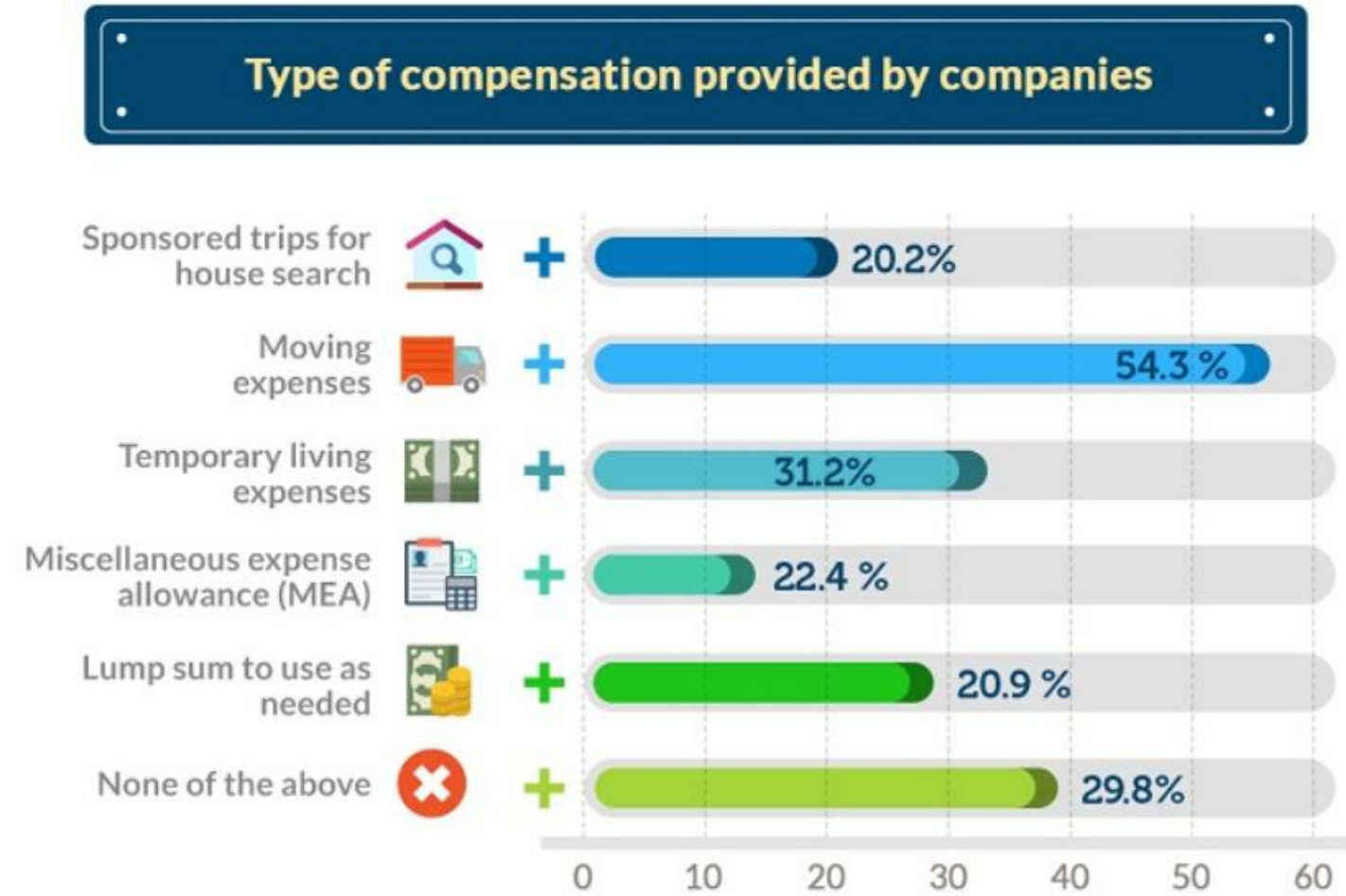
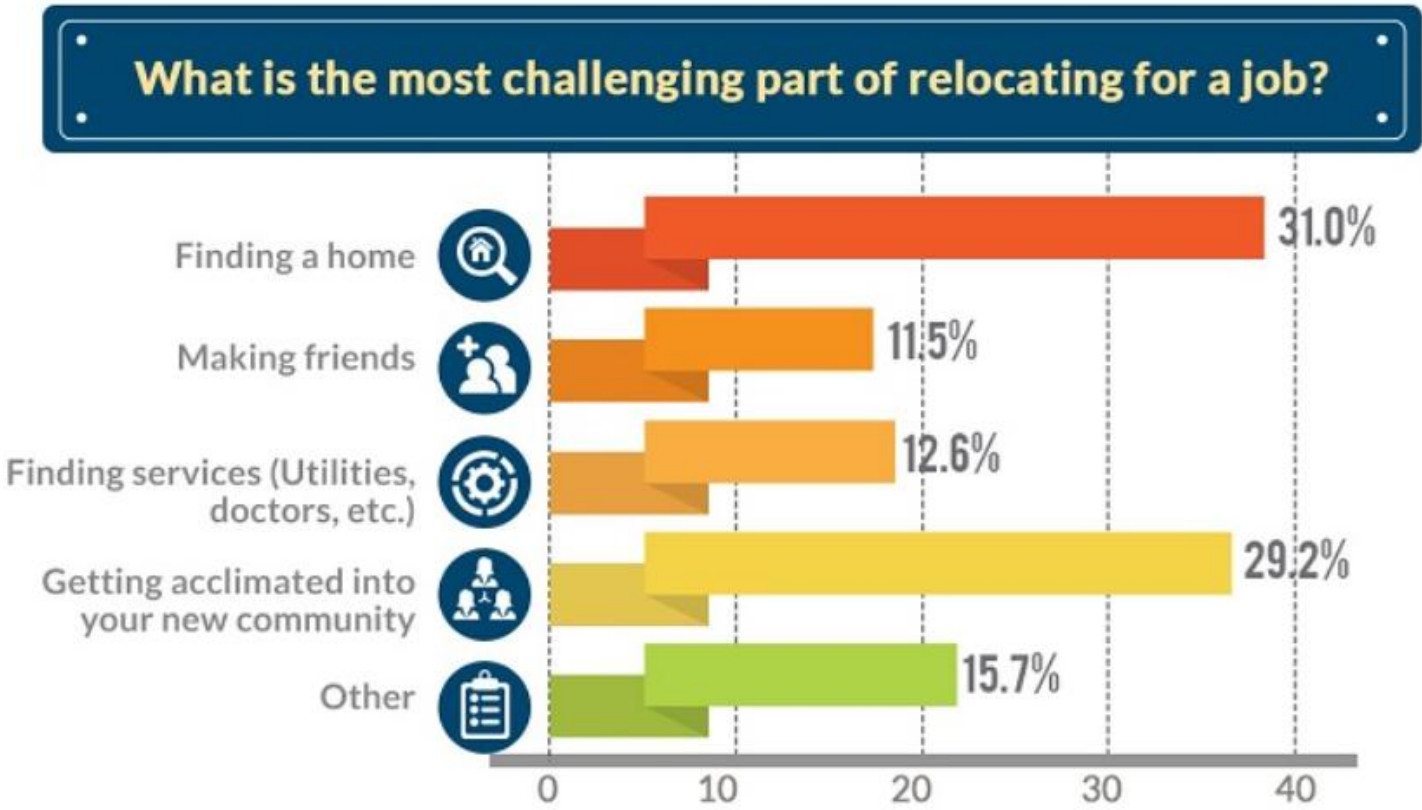


Men's most challenging part

Finding a Home

Women's most challenging part

Getting acclimated into your new community



4. Read the text below and match the given headlines with Challenges (1-4). Then find a solution (a-d) to each Challenge.

Post-move feeling of unsettlement

Cultural adjustment

The language barrier

Finding the right living space

Challenge 1 _____

Relocating brings dreams of new experiences, from café visits in Paris to beach days in Rio. Yet, the essential task lies in finding the right living space. Factors like budget, location, and amenities play a crucial role.

Challenge 2 _____

After the hustle of relocating, expatriates often feel a void, questioning, "What's next?" This phase indicates readiness to embrace the new environment.

Challenge 3 _____

Moving to a new place and not speaking the language can make simple things like grocery shopping or chatting with neighbors pretty tricky. It's tough to get the hang of local vibes and jokes when you're lost in translation. While learning the language can ease daily interactions, handling official and legal documentation is another ballgame.

Challenge 4 _____

Moving to a place with a different culture can lead to culture shock. This includes adjusting to new social norms, values, customs, and possibly a new language.

Solution a: Before the move, do thorough research on the destination's culture, customs, and etiquette. Participate in local events, workshops, or classes to immerse yourself in the culture. Embrace the differences, be adaptable and try to approach cultural misunderstandings as learning opportunities.

Solution b: Enroll in a language course or use online platforms and apps to learn the basics. Engage in conversation with locals to practice and improve your language skills.

Solution c: Identify your "third place" outside of home and work. It might be a café, library, or park – any spot that fosters a sense of community and belonging.

Solution d: Be proactive and explicit about your needs. Ensure clarity in communicating your necessities, be it a spacious kitchen or a balcony view, to your realtor or employer.

5. Answer the questions.

1. Have you ever faced any of these challenges?
2. Which challenges are the easiest to overcome in your opinion?
3. Which are the most difficult to cope with?

6. Choose 3 factors from the list below and think about challenges that might arise from these factors in your country. Suggest solutions to these challenges.

1. cost of living
2. healthcare system
3. language
4. safety and crime rates
5. cultural differences
6. education
7. taxation
8. love
9. climate
10. political stability
11. recreational activities

7. Create a relocation guide for people that are going to move to your country. Use the factors from exercise 6 or your own ideas.



1. Match expressions (1-6) with their synonyms (a-f).

- | | |
|------------------------------|------------------------|
| 1. broaden horizons | a. professional growth |
| 2. developmental opportunity | b. to begin anew |
| 3. international network | c. expand viewpoints |
| 4. renewed enthusiasm | d. a chance to grow |
| 5. career development | e. revitalized passion |
| 6. start from scratch | f. global connections |

2. Complete the text with the correct form of the words in brackets.

Sabbaticals, often seen as a **(volunteer)** _____ break from work, serve a **(develop)** _____ purpose. Many employees take them to **(broad)** _____ their horizons and renew their **(enthuse)** _____ for their profession. Whether it's for further **(develop)** _____ in a specific field or a **(relocate)** _____ to learn in a new environment, sabbaticals can significantly enhance skill sets. Organizations, in recognizing this, often support sabbaticals as they contribute to better **(retain)** _____ rates and a more inspired workforce upon return.

3. Find and correct a mistake in each sentence.

1. One useful piece of tip my mentor gave me was to always be open to learning and self-improvement.
2. After years in corporate, she decided to head away in a new direction and started her own business.
3. To excel in today's job market, it's essential to develop some mild skills alongside technical expertise.
4. Due to unforeseen circumstances, we've decided to put back the board meeting until next week.
5. We feel grateful against our clients' continued support during these challenging times.
6. While the proposal looks promising, some stakeholders feel uncertain with the long-term implications of the investment.

4. Complete the conversation with the phrases below.

- But there are also other benefits for
- I'd really appreciate it if
- I understand your misgivings
- That's hardly fair. I've never refused to
- It's a win-win situation.
- I intend to
- The plus points
- This is a chance I can't afford to miss.
- It's a once in a lifetime opportunity.

Anna: Hey John, I wanted to discuss something with you. _____¹ apply for the exchange program to Paris next summer.

John: Really? Isn't that during our major project phase?

Anna: Yes, _____², but think about it. _____³. _____⁴ The cultural exposure, the networking, and the hands-on international experience will be invaluable.

John: _____⁵ you considered how this could impact our team's workload.

Anna: _____⁶ cover for anyone when they were absent. _____⁷ our team. When I come back, I'll have a fresh perspective and new methodologies to share.

John: True, _____⁸ are numerous. If you genuinely believe it will be beneficial, I could try and see how we can adjust.

Anna: Trust me, it's not just beneficial for me. _____⁹. We'll both grow from this experience.

John: Alright, let's discuss how we can make this work.

5. Put the conversation in the right order. The first is done for you.

- 1 ☒ **Olivia:** Hey Jake, how did you spend the weekend?
- ☐ **Olivia:** That sounds amazing! Always great to have a mix of relaxation and adventure.
- ☐ **Olivia:** No, not this time. But it was a relaxing way to spend the weekend nonetheless. How about you?
- ☐ **Jake:** Oh, it was quite packed! What did you get up to?
- ☐ **Olivia:** I mostly stayed home. I caught up on some reading and did a bit of gardening. It needed doing, and it turned out to be a therapeutic experience.
- ☐ **Jake:** Well, I've always wanted to try hiking in the nearby national park. So, my partner and I gave it a shot. We managed to fit in a short trek and a picnic. It turned out to be an incredible experience.
- ☐ **Jake:** That sounds lovely. Did you manage to get away to that cabin you were talking about?

6. Choose the correct verb form.

1. They went on **to discuss / discussing** the issue even though the manager had taken the final decision.
2. He went on **to show / showing** some slides with financial results.
3. I remember **to discuss / discussing** the options with you last week.
4. Don't stop **to think / thinking** about unimportant decisions. Learn to prioritize!
5. We should try **to leave / leaving** out our emotions when making decisions.
6. He went on **to talk / talking** for hours.
7. Stop **to analyze / analyzing** everything so much!
8. Remember **to look for / looking for** another supplier when you have time.
9. We stopped **to have / having** lunch.
10. I've tried **to check / checking** my email, but the connection is slow. – Have you tried **to reboot / rebooting** your router?

7. Choose the correct meaning, a or b.

1. The chairman finished talking and went on to introduce the participants.
a. He continued doing one action. b. He started doing the second action.
2. I've tried hard to understand her data analysis, but I just can't.
a. I've made a lot of effort. b. I've done a lot of experiments.
3. I don't know why there's a debt. I distinctly remember paying the bills last month.
a. This is something I should do. b. I remember this from my past.

8. Complete the sentences with the correct form (infinitive or -ing) of the verbs below.

- submit
- inform
- invest
- communicate
- join
- discuss
- complete
- trade
- hire
- evaluate

1. Despite challenges, our team decided to go on _____ the project ahead of schedule.
2. Managers often prefer _____ candidates with a track record of adaptability and problem-solving.
3. I remember _____ this matter during our last board meeting.
4. Can we stop _____ the pros and cons before making a decision on this investment?
5. I prefer _____ important matters face-to-face rather than via email.
6. Many CEOs regret _____ in digital transformation later than they should have.
7. After the internship, she will go on _____ the company's management trainee program.
8. We had to stop _____ temporarily due to regulatory changes.
9. Remember _____ the quarterly financial report by Friday.
10. I regret _____ you that the partnership deal has fallen through.

