

UNIT 3 LANGUAGE SUMMARY

Adjectives

Describing strong feelings

bizarre
creepy
disgusting
fabulous
impressive
irritating
satisfying
stunning
tense
uneasy
weird

Verbs

Describing personality

attract attention
be an extrovert
be an introvert
be reserved
be the life of the party
enjoy the company of
feel left out
interact with people
show off
socialize
speak softly
speak up

Insider English

Gross!
That's gross!
Mushrooms are gross.

Glossary

cookware
database
deadline
intern
stereotype

Talking about personality types

It's Saturday morning, when we discuss my choice of the week. Cain, whose work explores the character of introverts, feels that American society often prefers extroverts. An extrovert is someone who easily attracts attention. These are the two stereotypes accepted by most people. But there's a third personality type, which Quiet Revolution explores.

Talking about things you love or hate

I'm just sitting here, thinking about the strange things I love and hate.
A crow flying slowly across the sky looks stunning.
Some people like to stand on beaches, watching sunsets.
... as a child living in New York City, I took it a lot with my mom.

Making and responding to requests

Is there any chance you could ... ?
I don't mean to be rude, but ...
Would you be willing to ... ?
I'd be happy to help out.
Do you think it would be possible (for you) to ... ?
I don't know how much I'd be able to ...
Sorry, but I wouldn't be comfortable [-ing verb] ...
Yes, I can probably manage that.

Writing a personal statement for a job application

Composing and evaluating a personal statement

Make sure your personal statement is:

Concise: Keep it short. Avoid unnecessary words that add no meaning. Avoid overusing the word "I." Vary the sentence structure. Put the information in one paragraph.

Relevant: Write about who you are and what you can do. Emphasize only skills and talents relevant to the job. Avoid common expressions such as "good at working on a team" or "a dedicated and enthusiastic worker." Say how you can contribute to the organization. Briefly mention your career goals.

Accurate: Check your punctuation (avoid exclamation points), spelling, and grammar.

Useful phrases

This question revealed that ...
Our question about ... shows someone who ... would be a good employee.
We thought this question would ... , but it didn't.
We could improve this question by ...

UNIT 4 LANGUAGE SUMMARY

Adjectives

Assessing ideas

constructive
destructive
unreasonable
valid

Nouns

Assessing ideas

aspect
consequence
strength
weakness

Verbs

Professional relationships

act as
assist
build a relationship
build trust
contribute
demonstrate
enable (sb) to
keep an eye on
oversee
steer (sb) away from
take on
turn to

Assessing ideas

assess
draw attention to
point out
think through
weigh the pros and cons

Insider English

be/get stuck with

Talking about your support team in life

... who play such important roles in our lives that it would be hard to manage without them.

They can even steer you away from trouble.

The Long Timer has known you for so long that you've built total trust.

They only need to look at you to know what you're thinking.

Making decisions

Everyone's excited and congratulating themselves on how great it's going to be.

I've been on a red team myself, and it wasn't much fun.

You've seen for yourself that they need to be valid points.

The other team can't do that by itself.

Zack Sanchez is here to present another idea.

The other team can't do that by itself.

That's a job for others to do.

Teams are used to supporting one another, not criticizing each other.

Discussing advantages and disadvantages

The main benefit is (that) ...

A/Another plus is (that) ...

The downside is (that) ...

One/The tricky issue is (that) ...

It gives the company/us/you/me the advantage of [-ing verb] ...

I'd be / I'm concerned (that) ...

The upside is (that) ...

One/Another potential problem is (that) ...

Writing a summary

Summarizing main points

Keep your summary short (about 1/4 of a page in length).

Use one paragraph.

Use your own words. Don't rewrite the original text.

Mention the title and author of the text. State the main topic.

Briefly describe the author's main points.

After each main point, include the most relevant details or examples.

Don't add your own opinions. The summary should be based on information from the article.

Useful phrases

The main benefit is ...

Another plus / potential problem is ...

The downside/upside is ...

I'd be concerned that ...