



# BUILDING A GOOD COMPANY



Scan to review worksheet

Expemo code:  
144E-9EBV-RQG

## 1 Warm up

Think about the companies you have worked for. Write down five things about them that you really enjoyed.

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1. Compare your answers with a partner.
2. Do you have similar ideas? What things are generally important to both of you?





## 2

**Discussing meaning**

In pairs, answer the following questions about meaning.

1. What examples can you give of **jargon** that you use in your job?
2. Do you have any **acronyms** in your line of work? What are they? Can you give examples of any famous acronyms?
3. What are thought of as "**best practices**" in your company, or your job?
4. What **guidelines** do you have to follow at work? Do you find them useful, or restrictive?
5. What **metrics** do you use to measure your success in your job? Are they the same metrics that your line manager uses?
6. What are the **values** of your company? What can you do to uphold these values?
7. If you have an idea for doing something in your work, and a colleague "**pooh-poohs**" it, what do they do?
8. If someone says, "**beware of the smoke of nostalgia**", what do you think they mean? Is this something you are ever guilty of?

## 3

**Understanding vocabulary**

Part A: Match the words to the definitions.

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|-------------------|--|
| 1. evolve         | a. introducing a new idea or a way of doing something                          |
| 2. obligation     | b. the ability to move quickly and easily                                      |
| 3. assumption     | c. the belief that something is true or will occur, but with no proof          |
| 4. innovative     | d. the need to do something because it is the law or your duty                 |
| 5. agility        | e. the person who will act or speak on your behalf                             |
| 6. collaborative  | f. the state of having the same rights and status as others                    |
| 7. equality       | g. to develop from one form into a more complicated form over a period of time |
| 8. representation | h. two or more people working together to create something                     |

**Part B: Now complete the following sentences with a different form of the words from Part A.**

1. I've been with the company for over 20 years, so I've seen its \_\_\_\_\_ from a local, to an international business. (evolve)
2. The company has come under fire for its gender \_\_\_\_\_ at management level. (equality)
3. She's been a fantastic manager and I think we are \_\_\_\_\_ to give her a wonderful send-off. (obligation)
4. He's been a first-class team member and I would \_\_\_\_\_ that he will be seriously considered for promotion soon. (assumption)
5. If we're going to complete this project on time, we're going to have to work \_\_\_\_\_ and put our differences aside. (collaborate)
6. Despite being in his late 60s, the CEO is as \_\_\_\_\_ as someone 30 years younger. (agility)
7. What I said, and what the newspaper printed are two entirely different things. This is completely \_\_\_\_\_ of my feelings on the matter. (representation)
8. It's the company's ability to constantly \_\_\_\_\_ which is the root of its success. (innovative)

**Now in pairs, discuss the following questions.**

1. How do you hope to **evolve** in your career in the future?
2. Do you do any kind of training to improve your mental or physical **agility**? What is it? If not, what would you like to do?
3. Are you good at being **collaborative**? Or do you prefer to work alone? Why do you think that is?
4. What could your company do to improve **equality**? Give some examples.
5. What do you think is the most **innovative** thing about your company or your department?
6. Have you ever made an **assumption** that turned out not to be true? What happened?
7. If you were responsible for the **representation** of your company at a jobs fair, what would you say about it?
8. Who do you have an **obligation** to? What would you like to do for them?



### 4 Watching for general details



In the video, the speaker gives 8 lessons for building a company that people will want to work for. Watch the video, complete the lessons, and number them in the correct order.

- All start up ideas are ..... \_\_\_\_
- Everybody in your company should ..... \_\_\_\_
- Every company needs to be ..... \_\_\_\_
- Everyone in your company should be able to ..... \_\_\_\_
- People want to do work that ..... \_\_\_\_
- The job of management isn't to control people, it's to ..... \_\_\_\_
- Your company needs to live out ..... \_\_\_\_
- Your employees are ..... | \_\_\_\_



### 5 Listening for comprehension

Now answer the following questions.

1. The speaker believes that "the language of management"...
  - a. takes time to learn.
  - b. is an important part of being a professional.
  - c. doesn't really matter.
  - d. helps to communicate ideas across the company.
  
2. The best way to manage employees is to...
  - a. give them clear guidelines on what to do.
  - b. offer them financial incentives for good work.
  - c. help them with their rental payments.
  - d. assume that they want to do great work.



3. You know management has done a great job when...
  - a. everyone comes to work on time.
  - b. customers are happy and the team has produced amazing results.
  - c. there's a clear procedure for asking for permission.
  - d. product sales are at their peak.
4. According to the speaker, people want to do work ...
  - a. which is meaningful.
  - b. which is familiar.
  - c. in a way that fits in with their life.
  - d. to create as much wealth as possible.
5. Companies which move quickly usually do so because...
  - a. they are small and are able to react to change.
  - b. they make great use of technology.
  - c. the people in them work together.
  - d. they don't profit otherwise.
6. According to the speaker, the best way to give feedback is ...
  - a. to give it regularly.
  - b. in a private setting.
  - c. in an informal setting.
  - d. during the annual appraisal.
7. The speaker's example of the CEO being late to meetings demonstrated...
  - a. that it is important to be punctual in business.
  - b. the importance of leading by example.
  - c. a company's profits are connected to its behaviour.
  - d. management need to be strict with its employees.
8. The speaker feels that it is important for a company to ...
  - a. stay true to its foundations.
  - b. have new employees who bring new ideas.
  - c. be aware of political decisions.
  - d. wholeheartedly embrace change.



## 6 Talking point

In pairs, discuss the following questions.

### Part A:

1. Look back at the lessons the speaker gives in *Listening for general details*. Which rules do you think are the most useful? Why?
2. With these lessons in mind, what changes would you like to make to your company? Write down 5 changes that you would make.

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With these lessons in mind, what changes do you think you could make personally? Write down 5 changes.

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### Part B:

1. Is there anything that you would add to these lessons? Are there any rules which you think would not work well for your company or for companies in your country generally? Why?
2. Consider the items you wrote down in the Warm up task at the beginning. Are any of the things you liked about companies you have worked for connected to the lessons that were given in the video? How?
3. If you were to start your own company, has anything discussed in the video given you an idea for how you would do things? What would you do?