

## 10.2 Self-help

# TIPS FOR SUCCESS



Say 'no' and earn respect

Tackle the hardest things first



Take rejection in your stride

Let go of the past



Seek out confrontation

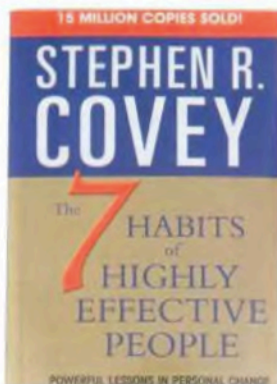
Keep questioning what you're doing



### GRAMMAR Verb and adjective patterns

1 Work in pairs. Look at the cover of the book. Answer the questions.

- 1 Do you find the title appealing or unappealing?
- 2 What one piece of advice would you give to someone for finding success in their work and studies?



2 Look at the infographic. Discuss what you think each tip means. Then answer the questions.

- 1 Were any of the tips similar to the tips you discussed in Exercise 1?
- 2 Which tip did you personally find most helpful? Why?
- 3 Do you disagree with any of the tips? Why?

3 Read the sentences (1–6) in the Grammar box. Match the sentences with the relevant tip in the infographic. Then answer the questions (a–c).

### VERB AND ADJECTIVE PATTERNS

- 1 Don't **be afraid** to get into arguments. It tests the strength of your own ideas. People who **are** always **convinced of** their point of view without testing their arguments are heading for a fall.
- 2 If you **get used to** your ideas not being accepted, it means you will **be** less easily **discouraged by** failure when it happens.
- 3 By all means **be interested in** learning from your mistakes, but don't **dwell on** them or **become obsessed with** putting them right.
- 4 Don't **be content with** doing what you're doing just because it **seems to work** for now. **Strive** to find new challenges.
- 5 Don't always **resort to** doing the easiest tasks first; that way you are just **putting off** doing what really needs doing now.
- 6 **Be committed to** doing your job, but **admit to** it when you can't do a certain task.

- a Find an adjective and a verb that are followed by to + infinitive.
- b Underline the phrases with a verb + preposition. Are they followed by a gerund, noun or pronoun?
- c Circle the phrases with an adjective + preposition. Are they followed by a gerund, noun or pronoun?

Check your answers on page 161 and do Exercises 1–3.

- 4 Look at the summary of the book, *The 7 Habits of Highly Effective People*. Complete the sentences using the correct verb or adjective pattern. You sometimes need to add a preposition.


- 1 Always begin by deciding on the goal you wish \_\_\_\_\_ (achieve).
- 2 Be committed \_\_\_\_\_ (reach) this goal and managing yourself as you work towards it.
- 3 Believe \_\_\_\_\_ (the principle) of win-win when dealing with others.
- 4 Be proactive in your work and relationships. Don't rely \_\_\_\_\_ (others / do) things for you.
- 5 Be genuinely interested \_\_\_\_\_ (listen) to and \_\_\_\_\_ (learn) from others.
- 6 Don't always expect \_\_\_\_\_ (colleagues / help) you, but use their talents when you can and admit \_\_\_\_\_ (not be) able \_\_\_\_\_ (do) it all by yourself.
- 7 Be dedicated \_\_\_\_\_ (maintain) your physical and mental well-being.

- 5 Look at the review of another self-help book. Find and correct the mistakes with verb and adjective patterns.

#### How to Win Friends & Influence People

If you find the title of the book off-putting, you might be even more sceptical to read the contents when you see chapter headings like 'Six ways to make people like you'. Even admirers of the book confess for finding these a little manipulative. The tips include things like getting used to repeat the name of the person you are talking to often (e.g. 'I'm glad you said that, Carl.'). For the most part, it's hard for disagreeing to the advice in the book – 'Smile'; 'People never get tired to talk about themselves'; 'Be a good listener' – but I must admit to find it a bit repetitive. Having said that, I would encourage to read the book. Its basic principle – that we need being interested to other people is clearly a good one.

#### Pronunciation Prepositions as weak forms

- 6  43 Listen to the sentences. Which prepositions have a definite weak form?
- 1 I'm not afraid of losing.
  - 2 I think we can all benefit from a bit of luck.
  - 3 He's not content with performing well; he wants to win.
  - 4 You get accustomed to not being able to buy luxuries.
  - 5 I'm interested in learning how to be a better speaker.
  - 6 Just concentrate on doing the best you can.
  - 7 I feel grateful for having such a supportive family.

#### LANGUAGE FOCUS Patterns using adjective + that

- 7 Rewrite the sentences. For the first five sentences (1–5), change the verb or adjective pattern to a phrase with *that* + verb. For the second five sentences (6–10), do the opposite (change *that* + verb to a verb pattern).

- 1 I was unaware of her decision to leave.  
I was unaware that she had decided to leave.
- 2 She was upset about being left out of the team.  
She was upset \_\_\_\_\_.
- 3 He can be sure of a warm welcome when he arrives.  
He can be sure \_\_\_\_\_.
- 4 She felt very proud of her son's getting in to Oxford University.  
She felt very proud \_\_\_\_\_.
- 5 The company is keen on employees having had experience in the voluntary sector.  
The company is keen \_\_\_\_\_.
- 6 He was conscious that he was a novice among a group of experts.  
He was conscious of being a novice among a group of experts.
- 7 She was adamant that she be included in the meeting.  
She was adamant \_\_\_\_\_.
- 8 They were surprised that they were asked to pay for food that they hadn't eaten.  
They were surprised \_\_\_\_\_.
- 9 I was delighted that they decided to co-operate with us on the project.  
I was delighted \_\_\_\_\_.
- 10 I feel ashamed that I have to ask you to contribute more when you have already given so much.  
I feel ashamed \_\_\_\_\_.

See page 161 for more information about patterns using adjective + that, and do Exercises 4–5.

#### SPEAKING Self-help advice

##### 8 21st CENTURY OUTCOMES

Work in pairs. Imagine you are writing a self-help book with one of the following titles. Choose the title and then write five key tips.

- a The 5 keys to a successful school / university life
  - b The 5 habits of successful parents
  - c The 5 keys to feeling good about yourself
  - d The 5 principles of making the right decisions
  - e The 5 keys to managing your money
- 9 Work with another pair. Take turn to present your tips. Which piece of advice do you like the most?