

Worlds of Work

SITUATION

You are taking part in a career guidance event at a training centre. The organisers have asked you to present your ideas about how people **choose their professions**.

MONOLOGUE

Give a short presentation on **Choosing a Career**.

1. **Explain** the factors that influence career choices according to **Text 1**.
2. **Describe** why education and personal interests are important when choosing a profession.

DIALOGUE

1. Do you think people should choose a job they enjoy or a job that offers financial security?
2. **Discuss** whether career guidance is important for young people.

Text 1

“Choosing a career is one of the most important and often complex decisions that individuals make in their lives. This decision is influenced by a variety of factors, which may differ depending on personal circumstances and external conditions. One of the most significant influences is personal interest. People are generally more motivated and satisfied when they choose professions that match their passions and strengths.

Education also plays a key role in career selection. It provides individuals with the necessary knowledge, qualifications, and practical skills required for specific professions. In many cases, the level and type of education can determine which career paths are available. Financial opportunities are another important factor, as many individuals consider income, job security, and long-term stability when making their decision.

Family expectations can also influence career choices, particularly when relatives encourage certain professions or have strong opinions about success. While some individuals prioritise passion, others focus on practical considerations such as employment prospects and financial stability. Career guidance programmes can be particularly useful in this process. They help students explore different professional options, understand industry requirements, and identify their own strengths and interests.

As labour markets continue to change due to global and technological developments, flexibility and lifelong learning are becoming increasingly important. Individuals must be prepared to adapt, develop new skills, and respond to changing career opportunities over time.”

- Read the text and underline or **highlight** the important words you need to use in your presentation
- Spend 1-2 minutes thinking about the answers, creating full sentences in your mind
- Choose key words & write down notes with your keywords, not full sentences

Notes:

.....

.....

.....

.....

.....

.....

Worlds of Work

SITUATION

You are speaking at a business seminar about **skills in the workplace**.

MONOLOGUE

Give a short presentation on **essential workplace skills**.

1. **Explain** the key professional skills mentioned in **Text 1**.
2. **Describe** why communication and teamwork are important in modern workplaces.

DIALOGUE

1. Which skills do you think employers value most today?
2. **Compare** technical skills with interpersonal skills in professional environments.

Text 1

“Modern workplaces require employees to develop a wide range of skills in order to perform effectively in dynamic and often demanding environments. While technical knowledge remains an important foundation, it is no longer sufficient on its own. Employers now place increasing value on a combination of professional and interpersonal skills.

Communication skills are particularly important, as employees must be able to express ideas clearly, listen actively, and interact professionally with colleagues, clients, and management. Strong communication supports collaboration and helps prevent misunderstandings in the workplace. Teamwork is another essential skill, as many tasks involve working in groups, sharing responsibilities, and achieving common goals.

In addition, problem-solving abilities are highly valued. Employees are often expected to analyse situations, identify challenges, and find effective solutions, sometimes under time pressure. Adaptability has also become increasingly important, as workplaces are constantly changing due to technological innovation and evolving market conditions. Workers must be able to adjust to new tools, processes, and expectations.

As a result, many companies invest in professional training programmes to support the development of these competencies. Continuous learning has become a central part of career development, allowing employees to remain competitive and prepared for future challenges in a rapidly changing professional environment.”

Exam tips:

- Read the text and underline or **highlight** the important words you need to use in your presentation
- Spend 1-2 minutes thinking about the answers, creating full sentences in your mind
- Choose key words & write down notes with your keywords, not full sentences

Notes:

.....

.....

.....

.....

.....

.....

Worlds of Work

SITUATION

You are participating in a discussion about **work-life balance**.

MONOLOGUE

Give a short presentation on **balancing work and personal life**.

1. **Explain** the concept of work-life balance according to **Text 1**.
2. **Describe** why maintaining this balance can be challenging.

DIALOGUE

1. Do you think modern work culture makes it difficult to maintain a healthy balance?
2. **Discuss** whether flexible working hours could improve employee wellbeing.

Text 1

“Work-life balance refers to the ability to manage professional responsibilities while maintaining personal wellbeing and a satisfying private life. Achieving this balance is becoming increasingly important in modern society, as many employees experience high levels of stress due to demanding work conditions.

Several factors can make maintaining a healthy balance difficult. Long working hours and tight deadlines often require employees to dedicate a significant amount of time and energy to their jobs. In addition, constant digital communication, such as emails and messaging services, can make it challenging to disconnect from work, even outside official working hours. This can lead to fatigue, reduced productivity, and negative effects on mental and physical health.

Many companies are now recognising the importance of supporting employee wellbeing. As a result, they may introduce measures such as flexible working hours, remote work options, or wellness programmes. These initiatives aim to create healthier working environments and allow employees to better manage their time and responsibilities.

Despite these efforts, achieving a good work-life balance remains a challenge for many people. It requires not only organisational support but also individual awareness and the ability to set clear boundaries between work and personal life in an increasingly connected world.”

Exam tips:

- Read the text and underline or **highlight** the important words you need to use in your presentation
- Spend 1-2 minutes thinking about the answers, creating full sentences in your mind
- Choose key words & write down notes with your keywords, not full sentences

Notes:

.....

.....

.....

.....

.....

.....