

Skills for Employability  
EBRIS books

# Step UP

Coursebook and eBook

B2+







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## Scope and Sequence







### Welcome

page 2

In the classroom | Learn about your book | Meet your Employability Skills Coaches

Module	I can ...	Learning Objectives	Vocabulary
<b>1</b> <b>Communication 1</b> Nonverbal Communication pages 5-8	 I can explain how to use and interpret nonverbal communication professionally	<ul style="list-style-type: none"> <li>• Explain the importance of nonverbal communication in the workplace</li> <li>• Identify common types of nonverbal communication</li> <li>• Recognize how to interpret nonverbal communication correctly</li> <li>• Explain how to avoid misinterpreting nonverbal communication</li> </ul>	<i>assert, detect, differ, eyebrows, focused, transpose, frown, interpret, preferred, sincere, transmission, unsure of yourself</i>
<b>2</b> <b>Communication 2</b> Persuasive Communication pages 9-12	 I can describe ways to develop my persuasive communication skills	<ul style="list-style-type: none"> <li>• Describe the benefits of using persuasive communication at work</li> <li>• Recognize the main tools and principles of persuasive communication</li> <li>• Identify ways to develop persuasive communication skills</li> </ul>	<i>anecdote, credible, empathize, entrepreneur, friendliness, likeable, persuasive, pitch, prompt, prospective, reluctant, trustworthy</i>
<b>3</b> <b>Goal Setting</b> Sticking to Your Goals pages 13-16	 I can describe specific strategies for staying committed to my goals	<ul style="list-style-type: none"> <li>• State the importance of setting and committing to goals</li> <li>• Explain why committing to goals can be difficult</li> <li>• Identify strategies to stay committed to goals</li> </ul>	<i>align with, buddy, challenging, payoff, pressure, resilient, sabotage, see (something) through, self-confidence, self-talk, stick to (something)</i>
<b>4</b> <b>Teamwork</b> Building Emotional Intelligence pages 17-20	 I can explain what emotionally intelligent teams look like and the benefits of them	<ul style="list-style-type: none"> <li>• Describe the components of emotional intelligence and how they contribute to success in the workplace</li> <li>• Identify the attributes of a successful team with emotional intelligence</li> <li>• Identify ways to build an effective team with emotional intelligence</li> </ul>	<i>awareness, diffuse, exhibit, fuel, gratifying, hesitant, interdependence, intrinsic, perceive, praise</i>
<b>5</b> <b>Critical Thinking</b> Decision Making pages 21-24	 I can explain the seven steps to effective decision making	<ul style="list-style-type: none"> <li>• Explain the difference between low-risk and high-risk decisions</li> <li>• Identify the seven steps in the decision-making process</li> <li>• Discuss the common myths about decision making</li> </ul>	<i>alternative, consider, decision making, gather, high-risk, indecisive, intuition, low-risk, outcome, weigh</i>
<b>6</b> <b>Leadership</b> Leadership Styles pages 25-28	 I can describe the five common leadership styles	<ul style="list-style-type: none"> <li>• State the importance of developing a leadership style</li> <li>• Describe five common leadership styles and when they work most effectively</li> <li>• Identify ways to develop a leadership style</li> </ul>	<i>authoritarian, autonomy, boost, charismatic, commitment, consensus, delegate, dominant, hands-off, manipulate, mentoring, neglected</i>

Pronunciation	Language Strategy	Project	Talk!
The <i>-ed</i> ending in adjectives	Understand the main points of presentations: Signposting language	Focus on own facial expressions and gestures	Explore cultural differences in body language
Weak pronunciation of object pronouns	Identify key details in a linguistically complex text	Online research of Cialdini's principles of persuasion	Discuss whether storytelling, providing data, or both combined are most persuasive
The letter <i>a</i>	Differentiate between genuine and rhetorical questions	How to stay committed to professional and personal life goals	Popular life goals
Main stress in sentences	Understand connotations	Create a survey on challenges when working in teams	The role of emotional intelligence in the workplace
Stressed syllables in nouns	Anticipate ideas	Research and make a list of additional tips for how to achieve work-life balance	Negative consequences of overthinking decisions
The letter <i>s</i>	Recognize contrasting ideas signaled by discourse markers	Interview someone about their leadership style	Discuss some world-famous leaders' quotes

Module	I can ...	Learning Objectives	Vocabulary
<b>7 Self-Management</b> The Power of Deadlines Pages 29–32	 I can describe ways to set and meet deadlines successfully	<ul style="list-style-type: none"> <li>• Explain the difference between soft and hard deadlines</li> <li>• Describe the personal and professional benefits of meeting deadlines</li> <li>• Identify strategies for successfully setting and meeting deadlines</li> </ul>	<i>categorize, dread, extend, interim, looming, master, pace, pitfall, productivity, self-imposed, submit, underestimate</i>
<b>8 Wellness</b> Work-Life Balance pages 33–36	 I can describe ways to maintain work-life balance	<ul style="list-style-type: none"> <li>• Explain the importance of work-life balance</li> <li>• Describe ways of achieving work-life balance</li> <li>• Identify strategies for correcting an imbalance between your work and home lives</li> </ul>	<i>blur, burnout, demands, detrimental, drained, energize, imbalance, reward, shift</i>
<b>9 Social Responsibility</b> Ethical Decisions pages 37–40	 I can explain how to create an ethically strong workplace	<ul style="list-style-type: none"> <li>• Describe an ethically strong workplace</li> <li>• Describe how company policies and values impact decision making</li> <li>• Explain the PLUS model for ethical decision making at work</li> </ul>	<i>bribe, code, cost-effective, dignity, dilemma, ethical, fairness, honesty, integrity, judgment, transparent</i>
<b>10 Branding</b> The Elevator Pitch pages 41–44	 I can explain how to create a successful elevator pitch	<ul style="list-style-type: none"> <li>• Describe the benefits of having an elevator pitch</li> <li>• Identify when and where to provide an elevator pitch</li> <li>• Explain how to create a successful elevator pitch</li> </ul>	<i>authentic, come across, craft, job seeker, one-off, pitch, recruitment fair, rehearse, target, winning</i>
<b>11 Job Search</b> Using Social Media pages 45–48	 I can explain how to use social media for job search	<ul style="list-style-type: none"> <li>• Explain the benefits of using social media for job searching</li> <li>• Identify strategies for creating a successful professional profile</li> </ul>	<i>acquire, customized, differentiate, directly, endorse, go-to, proactive, recruit, regularly, showcase, tailor, up-to-date</i>
<b>12 Interviewing</b> Evaluating Job Offers pages 49–52	 I can describe the criteria for evaluating a job offer	<ul style="list-style-type: none"> <li>• Explain the importance of evaluating job offers</li> <li>• Identify the criteria for evaluating a job offer</li> </ul>	<i>benefits, enticing, equip, established, insight, make ends meet, meaningfully, recruitment, subsidized, tuition</i>

Check your understanding .....page 54

Discussion strategies.....page 68

Vocabulary practice .....page 74

Glossary .....page 87

<b>Pronunciation</b>	<b>Language Strategy</b>	<b>Project</b>	<b>Talk!</b>
Consonant groups	Follow lines of argument	Create a plan to meet a deadline	Talk about setting and meeting deadlines
Syllables and stress	Understand idiomatic language	Make a list of additional tips for achieving work-life balance	The top five countries with the best work-life balance
Stress in compounds	Identify the purpose of questions	Apply the PLUS model to an ethical dilemma	Ethics in the workplace
Thought groups	Recognize the emphasis of significant points	Prepare an elevator pitch	Common mistakes made during an elevator pitch
Emphatic stress	Understand advice	Search for jobs on a professional networking site	Statistics on employers using social media to find suitable candidates
Stressed words	Understand complex language in discussions	Prioritize a list of criteria for evaluating a job offer	Which factors people consider before accepting a job offer

# Communication 1

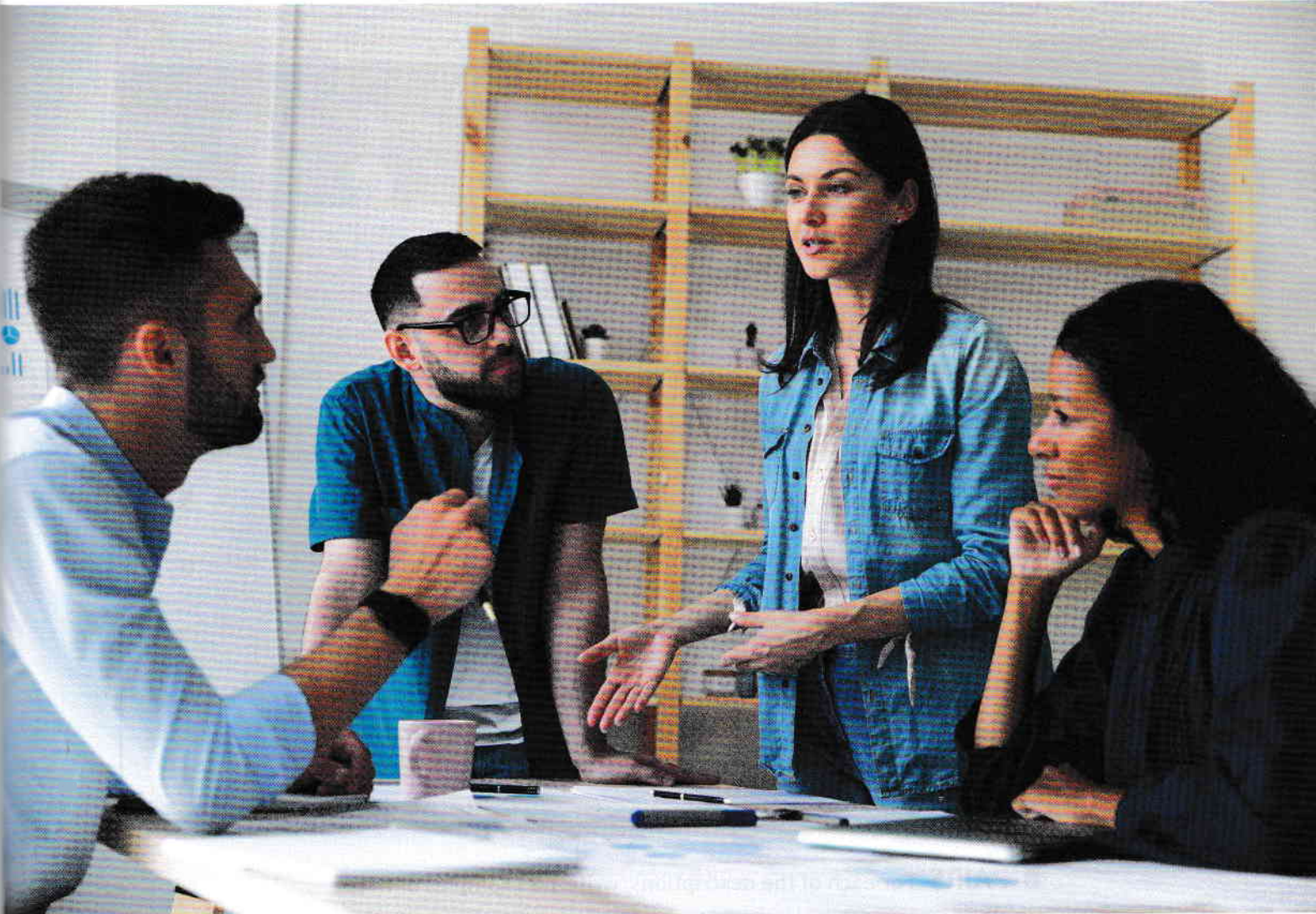
## Nonverbal Communication

**DISCUSSION  
STRATEGIES**

Go to page 68.

**Step ①****Get started**

- A** Refresh your memory! Watch the *What You'll Learn* video.
- B** Look at the photo. What do you think these people are doing when you look at their body language? How do they feel? Do you pay attention to your body language? How?
- C** Check your understanding. Go to page 54.



**Step ② Tell your story**



- A THINK** In your online course, you thought about a time that you misinterpreted nonverbal communication. What happened and how did you proceed? Listen to the example.
- B PAIRS** Discuss your story.
- C SHARE** Tell your story to the class.

**Step ③ Take away**

- A THINK** Review your notes from the online module and match the words with the definitions.

facial expressions    eye contact    physical distance    posture    gestures

Nonverbal Communication		
Type	Definition	Examples
	when two people look at each other's eyes while communicating	
	the motions you make with the muscles in your faces	
	movements we make with our hands, arms, and heads	
	the space between people	
	the way we hold our bodies while sitting or standing	

- B PAIRS** For each of the descriptions, write 1-3 examples or notes.
- C SHARE** Check your answers with the class and add more examples to the descriptions.

## Step 4 Activate your knowledge

**A PAIRS** Read the scenarios and look closely at the photos. Complete the chart with the body language you see and the message it communicates.



Dmitri is a sales coordinator at a cosmetics company. He meets up with the sales team to go over the annual sales figures. After two hours, the team members don't seem to be enthusiastic or paying attention at all.



Craig is interviewing for an IT specialist position. He is a strong candidate with over 20 years of experience. However, during the interview, the IT manager seems angry, defensive, and judgmental of his ideas. By the end, Craig is sure he won't get the job.



Carlota works as a party planner. She is having some problems with a client who wants to organize a birthday party for his son. Carlota is worried because he is demanding things outside of the budget and contract, and the party is tomorrow.



Akira has recently started her first job as an app developer. Her manager asked her to present an idea she's been working on to the senior app developers on her team. Despite working hard to prepare, she is very nervous during the presentation.



Alma is an elementary school teacher. One of her students keeps distracting her classmates and refuses to do the writing activity she has been given despite being warned repeatedly. So, Alma is asserting her authority.



Jack is a freelance video editor. He has received a text message from a client who wants some major changes in the video he edited a while ago. He doesn't agree with the changes, and he's worried about making them now while he is busy with several other projects.

Scenario	Body Language	Message
A		
B		
C		
D		
E		
F		

**B GROUPS** Compare your answers with another pair.

Step 5

Project

**A PAIRS** In your online course, you focused on your spontaneous facial expressions and gestures in reaction to others and how they are interpreted. Tell your partner about your findings. Read the example.

*I focused on my reactions, and I realized that I tend to roll my eyes when I think someone is exaggerating or rambling. I asked my sister about it, and she told me that it often discourages her from continuing a conversation with me. She said my eye-rolling makes her feel like she's being judged or that she doesn't have something valuable to say. I'm going to pay closer attention to this habit, so I don't seem like a disrespectful listener.*

**B SHARE** Discuss your list with the class.

Step 6

Talk!

**PAIRS** Body language is as much a part of our culture as our verbal language. How we send and receive messages through our body language is very much influenced by our culture. Even the most common gestures can mean different things in different cultures. Look at the chart below and discuss the questions.

Gesture		Meaning / Countries
Shaking head from side-to-side		<b>No:</b> Countries throughout North, South, and Central America, Europe, Asia, and the Middle East <b>Yes:</b> Albania and Bulgaria
Curling the index finger toward the palm of the hand		<b>Come here:</b> US, various English-speaking countries <b>The dog call</b> ( <i>rude to be used to summon people</i> ): Philippines, Korea, and parts of Latin America <b>Death:</b> Singapore
Making eye contact		<b>Sign of respect and interest:</b> Western Europe, US <b>Sign of disrespect</b> ( <i>between unfamiliar people, or those of different genders or social classes</i> ): Hispanic, Asian, Middle Eastern, and Native American cultures

- What do the gestures above mean to you?
- Which meanings surprised you the most?
- What are some common gestures used in your culture or country? Do you know if these gestures are universal?

Step 7

Going forward



**A PAIRS** In your online course, you reflected on how you could improve your non-communication skills after studying more about nonverbal communication. Discuss. Listen to the example.

**B SHARE** Present your ideas to the class.

VOCABULARY PRACTICE

Go to page 74.



I can explain how to use and interpret nonverbal communication professionally.

# Communication 2

## Persuasive Communication

**DISCUSSION  
STRATEGIES**

Go to page 68.

### Step ① Get started



**A** Refresh your memory! Watch the *What You'll Learn* video.

**B** Look at the photo. Which persuasive communication strategies is the woman using to persuade her teammates? What else can she do to be more persuasive?

**C** Check your understanding. Go to page 55.

