



Stand Out: 5 Effective Habits for Success

Description

To do well at work, it's important to show what makes you special and how you can help. It's not about being the loudest or the most aggressive. You need to show your unique skills, be ready to take on new tasks, work well with others, and support your team. By doing this, you'll build a reputation for being reliable and helpful, which can lead to recognition and promotions. Plus, it creates a positive work environment for everyone.

Here are five habits to help you stand out:

1. Think of new and creative ideas.
2. Take the lead and work hard on your own.
3. Be eager to learn and improve.
4. Work well with others and share your ideas.
5. Stay informed about your industry and update your skills.

By following these habits, you can make a difference at work and show your value to your team and your boss.

Vocabulary List:

1. **Reputation** /ˌrep.jʊ'teɪ.jən/ (noun): The beliefs or opinions that are generally held about someone or something.
2. **Eager** /'i:.gər/ (adjective): Wanting very much to do or have something especially something interesting or enjoyable.
3. **Reliable** /rɪ'laɪ.ə.bəl/ (adjective): Consistently good in quality or performance; able to be trusted.
4. **Creative** /kri'eɪ.tɪv/ (adjective): Having the ability to produce original and unusual ideas.
5. **Environment** /ɪn'vaɪ.rən.mənt/ (noun): The surroundings or conditions in which a person animal or plant lives or operates.
6. **Support** /sə'pɔ:rt/ (verb): To bear all or part of the weight of; to help or encourage.

Comprehension Questions

Multiple Choice



1. What is one key element to standing out at work?
 - Option: Being the loudest and most aggressive
 - Option: Showing unique skills and helping others
 - Option: Avoiding new tasks and working alone
 - Option: Ignoring industry updates and skills improvement
2. According to the content, what can help build a reputation at work?
 - Option: Avoiding team support
 - Option: Taking on fewer tasks
 - Option: Being reliable and helpful
 - Option: Being aggressive towards peers
3. Which habit is NOT mentioned as a way to stand out at work?
 - Option: Being creative
 - Option: Working well with others
 - Option: Taking credit for others' ideas
 - Option: Staying informed about your industry
4. What is emphasized as a way to create a positive work environment for everyone?
 - Option: Being aggressive towards colleagues
 - Option: Taking credit for team achievements
 - Option: Sharing ideas and working well with others
 - Option: Ignoring new tasks and skills improvement
5. Which habit is listed as a way to show your value to your team and boss?
 - Option: Ignoring industry updates
 - Option: Avoiding new tasks
 - Option: Being aggressive towards team members
 - Option: Being eager to learn and improve
6. What is NOT mentioned as a habit to help you stand out at work?
 - Option: Taking on new tasks
 - Option: Being aggressive towards others
 - Option: Thinking of new ideas
 - Option: Sharing ideas with colleagues

Answer

Multiple Choice: 1. Showing unique skills and helping others 2. Being reliable and helpful 3. Taking credit for others' ideas 4. Sharing ideas and working well with others 5. Being eager to learn and improve 6. Being aggressive towards others



Vocabulary quizzes

Multiple Choice (Select the Correct answer for each question.)

1. What legal action may be taken to seek compensation for damages?

- Option: Negotiation
- Option: Lawsuit
- Option: Diligence
- Option: Transition

2. What field does the term "Artificial" relate to?

- Option: Entrepreneurs
- Option: Generation
- Option: Technology
- Option: Valuation

3. What is crucial for success and avoiding confusion?

- Option: Detection
- Option: Preparation
- Option: Misinformation
- Option: Unexpected

4. Which characteristic is important for building a good reputation?

- Option: Environment
- Option: Creative
- Option: Reliable
- Option: Support

5. What process is needed to confirm authenticity?

- Option: Unauthorized
- Option: Eager
- Option: Verify
- Option: Organized

6. Which situation may occur due to an unexpected outage?



- Option: Stranded
- Option: Apologized
- Option: Integrity
- Option: Confusion

7. Individuals who start businesses and take risks are known as:

- Option: Reputation
- Option: Entrepreneurs
- Option: Support
- Option: Eager

8. What can lead to confusion and damage reputation?

- Option: Valuation
- Option: Negotiation
- Option: Diligence
- Option: Misinformation

9. What is considered during a diligent inspection?

- Option: Valued
- Option: Detect
- Option: Transition
- Option: Artificial

10. What might be done after causing confusion due to misinformation?

- Option: Inspection
- Option: Reliable
- Option: Apologized
- Option: Eager

Gap-Fill (Fill in the blanks with the correct word from the vocabulary list.)

- 11. _____ is essential to uncover unauthorized activities.
- 12. Smooth _____ is crucial in maintaining operational efficiency.
- 13. Creating a sustainable _____ benefits both businesses and society.
- 14. Operating with honesty and _____ enhances trust with stakeholders.
- 15. Skillful _____ can lead to mutually beneficial agreements.



16. Being _____ to learn and adapt is vital in a fast-changing world.
17. Maintaining a positive _____ requires consistent effort.
18. Innovation and _____ thinking drive progress in various industries.
19. Providing adequate _____ helps individuals and organizations thrive.
20. Dealing with _____ challenges requires flexibility and quick responses.

Matching Sentences (Match each definition to the correct word from the vocabulary list.)

21. Good project managers are always well-, ensuring tasks are completed efficiently.
22. When a company is found at fault, it may need to provide financial to affected parties.
23. A thorough is necessary before making investment decisions to minimize risks.
24. Handling complex situations requires a touch to avoid aggravating the issue.
25. After the error was discovered, the company publicly for the inconvenience caused.
26. Efficient organizations are always well-, allowing them to respond quickly to challenges.
27. A process of is necessary to ensure the accuracy and legitimacy of information.
28. Each of technology brings new possibilities and advancements.
29. Having a source of information is crucial for making informed decisions.
30. Clear communication helps prevent and misunderstandings in the workplace.

Answer

Multiple Choice: 1. Lawsuit 2. Technology 3. Preparation 4. Reliable 5. Verify 6. Stranded 7. Entrepreneurs
8. Misinformation 9. Valued 10. Apologized

Gap-Fill: 11. Detection 12. Transition 13. Environment 14. Integrity 15. Negotiation 16. Eager 17. Reputation
18. Creative 19. Support 20. Unexpected

Matching sentence: 1. organized 2. compensation 3. evaluation 4. delicate 5. apologized 6. prepared
7. verification 8. generation 9. reliable 10. confusion



CATEGORY

1. Business - LEVEL2

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