

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** / rep.jo'ter.[an/ (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 /rr'lar.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** /In'vai.rən.mənt/ (noun): The surroundings or conditions in which a person animal or plant lives or operates.
- 6. **Support** /sə'pɔːrt/ (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 3. What is crucial for success and avoiding confusion?

Option: Detection
Ontion: Detection Option: Technology

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

NEWS.COM 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 ess	ential 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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