

Levels: Pre-Intermediate / Intermediate / Upper-Intermediate

# ENGLISH FOR TECH

Upgrade your English and soft skills  
for a successful career



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founder of English For IT

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**DEBUG YOUR ENGLISH™**  
english4it.online

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*With English For Tech, Anna Gandrabura has come out with a valuable tool for tech job-seekers and their teachers alike.*

*Anna excels at weaving technical vocabulary into colloquial English verbs and phrases that students are likely to hear in the real world. Equally impressive are the audio files: they are plentiful, and they're authentic in spoken language and rate of speech. For the student who likes knowing the 'rules' of English, they will be delighted by the grammar sections—well organized tables of verb patterns and endings abound.*

*Finally, the Annglish Tips are great, bite-sized tips that will increase the student's feelings of mastering the challenges of English for Tech. This is a course book I would teach from, and would wholeheartedly recommend to self-study students.*

**Thea Micoli**, Former Celta and Delta teacher

*During our partnership with Anna and English For IT we experienced outstanding flexibility, increased employee satisfaction as well as recognition from our colleagues. It's always a pleasure to work with Anna and her team. They have become instrumental for our growth and success.*

**Delivery Manager** at EIS Group

*English For IT provides great soft skills and cross-cultural communication workshops which are crucial when dealing with foreign customers.*

*We love that they offer individual approach and address the needs of each employee. We also like the fact that we can have classes with native speakers.*

**HR** at GBSFO

*Kudos to Anna and your entire team for making my English better!*

*I used to have trouble with some grammar topics (especially, future tenses) but now I feel much better at it! I learned a lot of new words and phrases related to tech.*

*Special thanks for lots of speaking activities.*

**Irina Potienko**, tech professional

# How to use this textbook

Please, read this carefully

## For the optimal user and learning experience, make sure to:

- install the free version of **Adobe Acrobat Reader** (make sure it's compatible with your OS) **on both desktop and mobile**. You can download the program [here](#);

### Why do you need to install Adobe Acrobat Reader?

It will allow you to access the full functionality of the textbook including interactive audio, links to media resources and buttons.

- view the textbook on a desktop device;
- you can view the textbook on a mobile device as well but the experience will be limited compared to the desktop version (i.e. the player icon won't be active).

### To play audio:

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Click on the link "[Open in Google Drive](#)" — the audio file will open in a new tab (**for mobile device users**).

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### To view the original tweet source:

Click on the Twitter icon — it will open a webpage containing the original tweet.



### To open a link:

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# Как пользоваться учебником

Пожалуйста, внимательно ознакомьтесь с этой инструкцией

Для оптимального пользовательского и учебного опыта, сделайте следующее:

- установите бесплатную версию **Adobe Acrobat Reader** на ваше устройство (десктоп или мобильный). Убедитесь, что установленная версия работает на вашей ОС. Вы можете скачать программу [здесь](#);

## Для чего устанавливать Adobe Acrobat Reader?

Программа даст вам доступ к полному функционалу учебника, включая интерактивное аудио, ссылки на медиа источники и кнопки.

- пользуйтесь учебником на десктопном устройстве;
- вы можете также пользоваться мобильной версией учебника, но функционал в ней будет ограничен (иконка плеера не будет активной).

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## Чтобы перейти по ссылке:

Нажмите на кнопку, которая выглядит так.

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# Cómo usar este libro de texto

Por favor, lea atentamente las instrucciones

Para la experiencia óptima de uso y aprendizaje, haga lo siguiente:

- instale la versión gratuita de **Adobe Acrobat Reader** en su dispositivo (ordenador o móvil). Asegúrese de que la versión instalada funciona en su sistema operativo. Puede descargar el programa [aquí](#).

## ¿Por qué instalar Adobe Acrobat Reader?

El programa le dará acceso a la funcionalidad completa del libro de texto, incluyendo audio interactivo, enlaces a fuentes multimedia y botones.

- use el libro del texto en su ordenador,
- también puede usar la versión móvil del libro de texto, pero su funcionalidad será limitada (el icono del reproductor no estará activo).

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## Para ver la fuente del tweet:

Pulse en el icono de Twitter — la página con el tweet original se abrirá en la nueva pestaña.



## Para seguir el enlace:

Pulse el botón que es.

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Throughout the textbook, you will come across different icons. Here's what each of them means.



**Reading task.** Read the text carefully, paying attention to the overall gist and specific phrases that are not familiar to you.



**Vocabulary task.** Focus on individual words and phrases and try to understand how they work in context.



**Grammar task.** That's right, the dreaded grammar. We tried to make each grammar task focused on practice and understanding the logic as opposed to drilling the rules. Have fun with them!



**Pronunciation task.** These include pronunciation tips and audio recordings you can listen to.



**Audio task.** You'll need to listen to an audio track to complete the task.



**Writing task.** You can get most writing tasks checked by an English For IT tutor.



**Speaking task.** You can also get most of them checked by a tutor. We recommend practicing speaking at every opportunity (read the texts out loud, answer the questions in the warm-up sections etc.)



**Warm-up task.** These tasks are an introduction into the topic of the lesson. Don't skip them even if there's no one there to check you!



**Answer keys.** You will find them at the end of each lesson.

For any technical issues, please contact [quality@english4it.online](mailto:quality@english4it.online).

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# Foreword

The tech industry is the single fastest growing, most global and inclusive industry in the world. It is the compound effect of tens of millions of people located all over the world, working together to design, build and innovate. Their two biggest unifiers are the love of technology and English.

Being able to communicate in English effectively is a prerequisite to a successful career in tech (and any other industry for that matter). Not only because all the big tech companies are located in the US but also because no matter which company you work at, you are part of a global industry that uses English as its default language.

That's what this textbook is for. It is a modern, practical learning resource that will help you develop the language skills you need to succeed in your career.

## **Here's a quick summary of all the skills and topics the textbook will cover:**

- Grammar basics you'll need for day-to-day work communication
- Modern vocabulary and fixed expressions
- Breakdown of cultural peculiarities of business communication in English, tips and useful expressions for handling disagreements, expressing opinions, sounding professional over email and chat etc.
- Practical exercises on how to handle situations in the workplace such as communicating via chat, writing bug reports, peer reviews etc.
- Sections on building a personal brand including creating a personal pitch, writing a resume, setting up a LinkedIn profile and preparing for a job interview

**This is just a helicopter view of all the things you'll learn in this textbook. You have an exciting journey ahead so get yourself motivated and let's get started!**



 [anna\\_gandrabura](#)

 [annglish\\_](#)

 [annagandrabura](#)

## Word from the author:

When I first started teaching English at a tech company in Odessa, Ukraine, I faced a baffling realization — **there was very little crossover between English textbooks and real-life language skills tech professionals need to communicate effectively.**

So I started creating my own content and custom lessons for tech professionals. That proved to be a challenge that required a lot of learning and patience. I wanted to do more than simply regurgitate information I had found online — I wanted to understand the ins and outs of the tech industry and where it's headed. **It took years of research,** playing around with various technologies, talking to experts in the field and networking at events **until I created my first online course English For Tech.**

By 2019 I had three online courses available for the tech community worldwide focused on five major skills required to boost your English and communication skills in tech: vocabulary, grammar, pronunciation, speaking, writing all taught through the lens of the tech industry.

These courses gave English learners a unique opportunity to not only perfect their grammar and vocabulary but also get feedback on their resume, learn about building a personal brand and understand the English-speaking culture of business communication.

The English For Tech textbook seemed like a natural progression. And here it is — **the first modern English textbook for people in tech** that is equally effective as a self-study guide and a resource for ESL teachers.

As someone who has come a long and thorny way overcoming challenges and pushing through obstacles, I'm proud of you for deciding to embark on this journey of self-improvement and growth.

**This textbook will get you one step closer to becoming an effective communicator and thus achieving your career goals.**

 Anna Gandrabura

# LESSON 01

## TOPIC: JOBS IN TECH

### AGENDA: YOU WILL LEARN

#### Vocabulary:

Read about new jobs in tech.

#### Grammar:

Learn how to use Present simple and Present Continuous.

#### Pronunciation:

Learn how to pronounce common tech jobs.

#### Speaking & Soft Skills:

Practice introducing yourself and talking about your job.

#### Writing:

Write your own elevator pitch.

### WARM-UP 1

Answer the following questions or discuss them in pairs.

Which tech jobs do you know of? What do these people do?



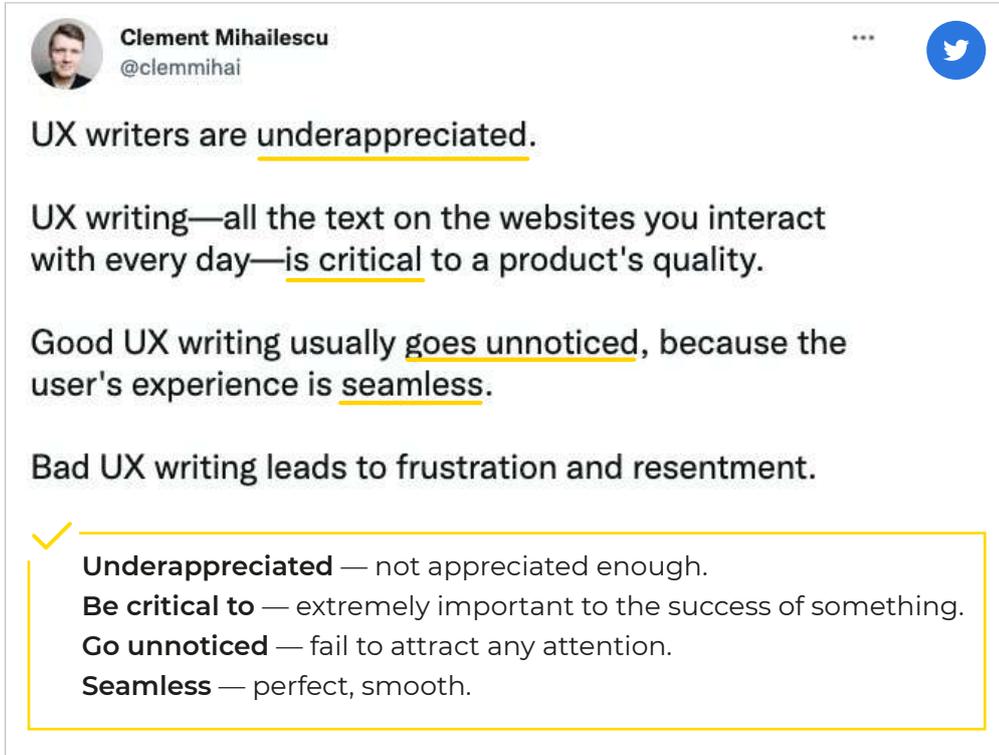
**ANGLISH TIP**  
@annglish\_

*Practicing speaking doesn't have to be a group effort, you can do it by yourself. All you need is your smartphone. You can either record yourself on a voice recorder app or on a video. Individual speaking practice can be just as effective as speaking in groups as long as you do it regularly and analyze it afterwards.*

## WARM-UP 2

Read the tweet. Answer the questions or discuss them in pairs:

What do you think UX writers do?  
Do you agree with the tweet?



**Clement Mihailescu**  
@clemmihai

UX writers are underappreciated.

UX writing—all the text on the websites you interact with every day—is critical to a product's quality.

Good UX writing usually goes unnoticed, because the user's experience is seamless.

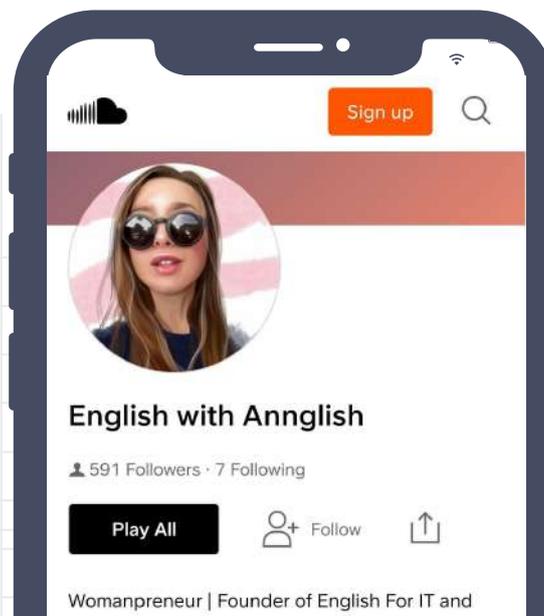
Bad UX writing leads to frustration and resentment.

✓

- Underappreciated** — not appreciated enough.
- Be critical to** — extremely important to the success of something.
- Go unnoticed** — fail to attract any attention.
- Seamless** — perfect, smooth.

You can improve your pronunciation of tech-related words and learn business English by listening to Anna's podcast on SoundCloud.

**GO TO PODCAST >>**





# READING

## EXERCISE 1A

Read the introduction paragraph of the article. What is the meaning of “from scratch”?

## EXERCISE 1B

Skim the rest of the article and match the jobs with their description. Then, read the article more deeply and check your answers.

1. UX Writer

2. Data Scientist

3. Web developer

4. DevOps engineer

5. Blockchain developer

a) A person who creates the texts that appear in the interface of websites and apps.

b) A person who designs and develops websites and website applications.

c) An IT professional who oversees code releases and deployments and optimizes development process.

d) A person who builds applications based on blockchain architecture or protocols.

e) A person who is responsible for collecting and analysing large data sets.

# POPULAR JOBS IN TECH

## INTRODUCTION

The software industry is one of the fastest growing industries in the entire world, with new jobs appearing every year. Not only that, but a lot of the software jobs also don't require a university degree. Here are 5 popular new tech jobs you can learn to do **from scratch**.

# 01



### UX WRITER

A UX Writer helps create a great user experience through text. They are the ones responsible for any text you read or hear on landing pages, in contact forms, on buttons etc. Their texts must be **clear, concise**, and useful.

You **encounter** the works of a UX writer every time you use an app or the internet. When they are doing their job well, you don't even notice it.



### DATA SCIENTIST

Many people say that data science is the most attractive **career path** of the 21st century. Data Scientists work directly with business **stakeholders** to help them understand and use data for strategic needs. They **collect**, store and analyze data and later create algorithms and predictive models.

Then other experts such as Machine Learning engineers use those models and **handle** the creation of all **kinds of** smart technology. In order to qualify for a data scientist role you need to have **expertise** in data modeling and be proficient in a range of programming languages.

# 03



## WEB DEVELOPER

Despite what some people might think, the demand for qualified web developers keeps growing with each year. There is so much more to this field than just knowing the core web technologies (HTML, CSS and JavaScript). Because web development is evolving so quickly, web developers have to keep up with the industry changes and learn how to compete on the job market. Some choose to learn certain skill sets that will increase their professional value such as UI/UX design. Others specialize in a specific niche where competition is less tough such as platform development.



## DEVOPS ENGINEER

If you're a beginner, it will definitely be challenging for you to get into DevOps engineering, although this is still possible. You will have to learn a broad range of technologies from scratch including programming languages, operating systems, cloud computing, networking, continuous delivery and continuous Integration etc.

The reason why so many companies are looking for DevOps engineers is that they are the people that help shorten the development time, produce more high-quality software and optimize communication between developers, testers and system administrators.

# 05



## BLOCKCHAIN DEVELOPER

Blockchain technology is still hugely popular **these days** and there are more and more career opportunities to enter this field that are opening up for tech professionals. **In a nutshell**, a blockchain is a decentralized distributed ledger that helps perform various transactions.

There is a variety of duties and projects you can **take on** if you work with blockchains. Businesses are excited to incorporate blockchain into their processes because it's a very **cost-efficient, transparent** way of managing transactions. As a blockchain developer, you will need to have a **solid** knowledge of data structures and blockchain architecture.

🔊 Listen to the audio recording of the test and check your pronunciation (track 1.1.)



[Open in Google Drive](#)

## EXERCISE 2A

Complete the phrases with the verbs below.

Collect • Handle • Keep up with  
Compete • Specialize in  
Qualify • Shorten • Take on

- \_\_\_\_\_ user data.
- \_\_\_\_\_ for a job.
- \_\_\_\_\_ with other people.
- \_\_\_\_\_ a difficult task.
- \_\_\_\_\_ web development.
- \_\_\_\_\_ development time.
- \_\_\_\_\_ customer requests.
- \_\_\_\_\_ customer requests.

## EXERCISE 2B

Match the adjectives from the article to their opposites.

- |                   |              |
|-------------------|--------------|
| 1. Cost-efficient | a) secretive |
| 2. Transparent    | b) unclear   |
| 3. Solid          | c) lengthy   |
| 4. Clear          | d) wasteful  |
| 5. Concise        | e) shaky     |

## EXERCISE 2C

Match the words from the article with their definitions.

- |                   |  |
|-------------------|--|
| 1. Encounter      | a) come across or experience something               |
| 2. Career path    | b) expert knowledge and skills                       |
| 3. Stakeholders   | c) from the very beginning                           |
| 4. Expertise      | d) make something more effective                     |
| 5. Despite        | e) a wide variety                                    |
| 6. Core           | f) nowadays  |
| 7. Broad range    | g) in a few words                                    |
| 8. From scratch   | h) the way you progress in your work                 |
| 9. Optimize       | i) in spite of                                       |
| 10. These days    | j) people who have an interest in a certain business |
| 11. In a nutshell | k) fundamental                                       |

## EXERCISE 3A

Answer the questions with a partner or record yourself answering the questions if you're learning by yourself.

Which of these 5 jobs is the hardest to do? Which is the easiest? Why do you think so?

## EXERCISE 3B

Answer the questions with a partner or record yourself answering the questions if you're learning by yourself.

1. How do you keep up with what's going on in the world?
2. How much time do you think it takes to learn a new skill from scratch?
3. Are you normally concise when you speak?
4. What are some things you have a solid understanding of?

# GRAMMAR

## Present Simple & Present Continuous

### EXERCISE 1A

Read the text. What tenses are used in the highlighted sentences?

If you want to create an app, you need to perform market research first. Who is your audience? Where do they live? What languages do they speak? What devices do they use? How much money do they spend? In the U.S. an average iOS user spends roughly twice as much as an average Android user does.

Try to imagine your ideal user. Visualize them. Where are they? What are they doing at the moment? Where do they work? How do they spend their free time? What are they dreaming about?



### EXERCISE 1B

When do we use these tenses? Choose the correct options (a-d).

- |   |   |
|---|---|
| 1. Present Simple is used to speak about:     | a) Things that are happening now                |
| 2. Present Continuous is used to speak about: | b) Things that are always true, facts or rules. |
|   | c) Regular activities                           |
|   | d) Temporary activities                         |

## EXERCISE 1C

Match the sentences from the text with the examples of use (a-d):

1. If you want to create an app, you need to perform market research first.
2. An average iOS user spends roughly twice as much as an average Android user does.
3. What is he doing at the moment?
4. What is he dreaming about?

## Present Simple. Form

## EXERCISE 1D

Use the words below to complete the form. Check with the answer keys.

Is • Work • Are • Carry • Push • Works • Pushes • Carries

PRESENT SIMPLE				
To be		Other verbs		
I	am	_____	Push	Carry
You	are	Work	_____	_____
He	is	_____	Pushes	Carries
She	_____	Works	Pushes	_____
It	is	Works	_____	Carries
We	are	Work	Push	Carry
They	_____	Work	Push	Carry

- The verb “to be” has 3 forms in Present Simple. Other verbs have 2 forms.
- We add the ending **-s** in the third person singular (he/she/it). If the verb ends in **-sh, -tch or -ss**, we add **-es**. If the verb ends in **“consonant + -y”**, we remove the **“y”** and add **“-ies”**.



## EXERCISE 1E

Complete the table of questions and negations with the words below.

Go • Are • Doesn't • Do not / don't

Affirmative	Questions	Negations
I work in an office	Do you work in an office?	I ___ work in an office
He goes there regularly	Does he ___ there regularly?	He ___ go there regularly
They are at home	___ they at home?	They aren't at home

- The verb **“to be”** is placed **before** the subject in questions.
  - *Is he here?*
  - *Are you sure?*
- Present Simple is normally used with adverbs of frequency such as: **normally, typically, usually, always, all the time, sometimes, rarely, often, never, every day etc.**
- Other verbs require the auxiliary verbs **do (don't)** and **does (doesn't)** to form questions and negations.
  - *Do you know him?*
  - *Does she work there?*
  - *I don't know what to say*
  - *He doesn't like this*



### ANGLISH TIP

@anna\_gandrabura

*It is possible to use Present Continuous with “always/constantly” when you want to highlight an action as interesting, strange, annoying etc. For example: He is always asking me to help him with those tasks (This is annoying / strange).*



## EXERCISE 2A

Put the words together to form sentences.

1. wants / become / Paul / software developer / a / to.
2. know / Does / process / optimize / to / how / this / Laura?
3. isn't / sure / needs / He / time / more / he.
4. is / name / the / this / What / company / of.

## EXERCISE 2B

Complete the sentences by putting the verbs in parenthesis in the right form (Present Simple).

1. He \_\_\_\_ (spend) all his free time at home.
2. They \_\_\_\_ (know) a lot about web technologies.
3. He \_\_\_\_ (to be) a great back-end developer.
4. \_\_\_\_ (to be) you sure about this?
5. She \_\_\_\_ (not want) to take that course.
6. \_\_\_\_ (to be) she qualified for that position?
7. I always \_\_\_\_ (work) hard.
8. This query \_\_\_\_ (fetch) data from the database.
9. \_\_\_\_ you \_\_\_\_ (know) how to fix this?
10. \_\_\_\_ he \_\_\_\_ (like) his job?

## Present Continuous. Form

## EXERCISE 3A

Use the words below to complete the form. Check with the answer keys.

Is being • Am working • Am being • Is working (x3) • Are carrying • Is carrying

PRESENT CONTINUOUS			
	To be	Other verbs	
I	Am being	_____	Am carrying
You	_____	Are working	_____
He	Is being	_____	Is carrying
She	_____	_____	_____
It	Is being	_____	Is carrying
We	Are being	Are working	Are carrying
They	Are being	Are working	Are carrying

- To form Present Continuous, we add “**to be**” in the Present Simple form before the verb and the ending **-ing** to the verb itself.
- There are certain spelling rules to keep in mind.

<b>Most verbs</b>	+ing	detect – detecting
<b>Verbs ending in e</b>	Drop the e, + ing	locate – locating
<b>Verbs ending in a single vowel + a single consonant</b>	Double the consonant, + ing	debug – debugging
<b>Verbs ending in ie</b>	Replace ie with y	die – dying

### EXERCISE 3B

Complete the table of questions and negations with the word below.

Aren't being • Are • Playing • Is she playing

<b>Affirmative</b>	<b>Questions</b>	<b>Negations</b>
I am reading an article	Are you reading an article?	I'm not reading an article
She is playing golf right now	_____ golf right now?	She isn't _____ golf right now
They are being serious	_____ they being serious?	They _____ serious

- Present Continuous can be used with time markers such as: **right now, at the moment, at this time, currently etc.**
- Some verbs that describe states are not used in Present Continuous. They have to be used in Present Simple instead. For example: **agree, believe, doubt, know, mean, understand, think, dislike, hate, like, love, prefer, want, wish, hear, look, see, seem, smell, taste, belong, own, have (only in the meaning of “own”).**



## EXERCISE 4A

Choose the correct option.

- Harry (work) from home this week due to some health problems.
  - work
  - works
  - is working
  - are working
- What (the clients/want)?
  - What does the clients want?
  - What are the clients wanting?
  - What are the clients want?
  - What do the clients want?
- We usually (discuss) these issues over Skype every Thursday morning.
  - discuss
  - discusses
  - is discussing
  - are discussing
- Dwight (learn) another programming language in order to find a new job.
  - learn
  - learns
  - is learning
  - are learning
- Jared Chokesoncash is very rich. He (own) a mining farm.
  - own
  - owns
  - is owning
  - are owning
- Chris and Steve (play) Red Dead Redemption at the moment.
  - play
  - plays
  - is playing
  - are playing
- Christine (drink) only organic green tea with no sugar.
  - drink
  - drinks
  - is drinking
  - are drinking
- For some reason, her colleagues (not like) her.
  - don't like
  - doesn't like
  - are not liking
  - is not liking
- (Charlie still fix) these bugs?
  - Do Charlie still fix these bugs?
  - Does Charlie still fix these bugs?
  - Is Charlie still fixing these bugs?
  - Are Charlie still fixing these bugs?





## EXERCISE 4B

Complete the sentences with the correct form of the verb.

1. We \_\_\_\_\_ (learning) how to code in Python.
2. \_\_\_\_\_ she \_\_\_\_\_ (look) for a new job?
3. Peter \_\_\_\_\_ (work) on an exciting new project.
4. He \_\_\_\_\_ (not build) his app from scratch.
5. I \_\_\_\_\_ (try) to memorize these words.
6. \_\_\_\_\_ they \_\_\_\_\_ (talk) to the client right now?
7. They \_\_\_\_\_ (not plan) to host this event.
8. My friend is over there. He \_\_\_\_\_ (have) lunch right now.
9. I \_\_\_\_\_ (have) a house in Los Angeles.
10. My mother \_\_\_\_\_ (sell) her apartment.



## EXERCISE 4C

Correct these sentences:

*Example:* Janet is hating (hates) crowds.

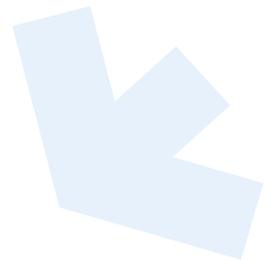
1. I listen to you. Please continue.
2. I am seeing my friends every Friday.
3. Are you knowing Emily?
4. Jack talks to his team lead right now so I can't ask him.
5. I'm not needing any assistance at the moment, but thank you.
6. Smells delicious. What do you cook?
7. They don't try to find a new job at the moment.



## EXERCISE 5

Describe your typical working day + make three more sentences saying what is different this week/month.

*Example:* Usually I don't pay much attention to the weather, but today the sun is shining so bright that I want to turn off my computer and go outside.



# PRONUNCIATION

## 🔊 EXERCISE 1

Listen to the audio recording (track 1.2) and repeat the names of the following tech professions.

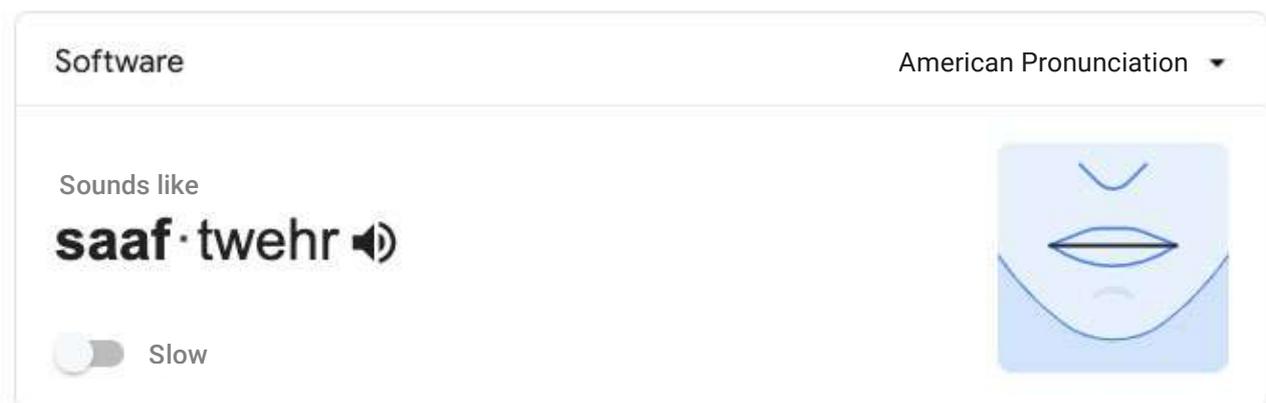


[Open in Google Drive](#)

- Software developer
- QA engineer
- architect
- DevOps
- business analyst
- Machine learning expert
- programmer
- UI/UX designer
- marketer/marketing specialist
- CEO/CTO/COO

### PRONUNCIATION TIP

When you're not sure how to pronounce a word, just [type it into Google search](#) followed by "pronunciation". You'll be able to switch between American and British pronunciation and adjust the speed of the recording.

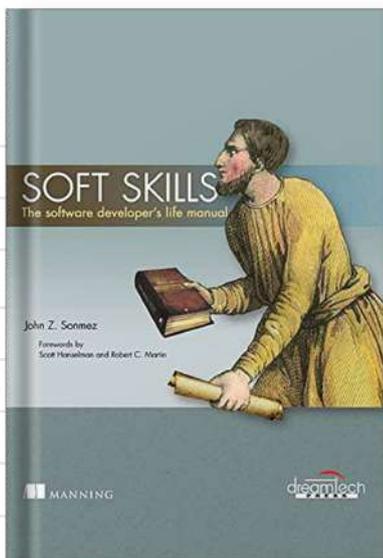


# SPEAKING & SOFT SKILLS



## BOOK RECOMMENDATION

Soft Skills: The Software Developer's Life Manual by John Sonmez.



**ANGLISH TIP**  
English For IT

What are **soft skills** and why do you need them to advance in your tech career?

Soft skills (or "people skills") help you collaborate with people, handle negotiations and discussions and work as part of a team.

Unlike hard skills (knowledge of job-specific tools, technologies, methods etc.), **soft skills are applicable in all professions** and will allow you to communicate and do your job much more effectively.

## EXERCISE 1A

First impressions matter! That's why it's important to be able to create a positive first impression by introducing yourself and your job in a clear and engaging way.

**Listen to the three dialogues (tracks 1.3, 1.4 and 1.5) and answer the questions.**

In which dialogue does the speaker:

- Give an example of what they regularly do.
- Explain what their job is using simple words.
- State the impact that their job makes on the world.

### DIALOGUE 1 (track 1.3)



[Open in Google Drive](#)

- Nice to meet you, Lisa! What do you do?
- I work \_\_\_ robotics. I'm a design engineer.
- Oh, wow! What is that?
- Well, my job is to design how the robot is going to look. I also \_\_\_\_\_ that all the technical components we are using will actually work when we put them together.
- That sounds really exciting!
- It is! Anyways, what do you do \_\_\_\_\_?

### DIALOGUE 2 (track 1.4)



[Open in Google Drive](#)

- So, you're a freelancer, huh?
- Yeah, I'm a \_\_\_\_\_. I mostly work on my own. On an average day, I get a new project from a client, estimate how much time it will take, \_\_\_\_\_ of the design, code it up and send it to the client.
- It's probably a fun job.
- What I like about it is that I can do a really \_\_\_\_\_ of projects. For example, right now I'm working on an e-commerce website for a pretty big company and next week I'm going to work on a blog for a fashion designer!

### DIALOGUE 3 (track 1.5)



[Open in Google Drive](#)

- So, your sister tells me you own a business?
- Yes, I \_\_\_\_\_ that help developers and business owners meet and network with each other. We have 2000 users right now. 400 of them found a job in the last 3 months and 80 of them are now building their own startups!
- Really! That's amazing!
- Thank you! So what about you? Where do you work?
- I actually work \_\_\_ a small web agency as a back-end developer. I can \_\_\_\_\_ full-stack development as well and, in fact, I'm currently looking for a full-stack developer job.
- Sounds like you could use my platform!
- Totally! What's it called by the way?

## EXERCISE 1B

Listen again and try to complete the gaps with the missing words.

## EXERCISE 1C

Introduce yourself and your job using the list of useful phrases.

## USEFUL PHRASES

- I work in... (QA/Robotics/e-commerce)
- I work as a... (QA engineer) ...at/-for... (company name)
- I help... (HR consultants get more clients)
- I take care of / I handle... (all testing processing)
- My job is to...
- I do... (full-stack development)
- I make sure that...
- I oversee / I'm in charge of... (Cloud Integration processes)
- Right now I am... (developing / creating)

# WRITING & SOFT SKILLS

## Elevator pitch

### EXERCISE 1A

Read about what an elevator pitch is and how it can be used.

#### What is an elevator pitch?

An elevator pitch is a quick overview of your background and skills or a brief description of any products you want to sell. An elevator pitch is called so because it shouldn't last longer than a typical elevator ride (30 seconds - 1 minute). After all, you don't want to bore your listeners, do you?

Where can you use an elevator pitch?

- At job fairs and networking events
- At interviews as an answer to "Tell me about yourself"?
- In your LinkedIn "About" section
- On your website or blog
- When you introduce yourself to a new client or team



You will have to modify your elevator pitch to suit a particular purpose or occasion. For example, when you introduce yourself to a colleague, your pitch is going to be shorter and less sales-y than when you are introducing yourself at a networking conference. However, it is useful to have a written main draft of your elevator pitch that you can easily edit based on your needs.

Steps of a good elevator pitch:

### 1. Who you are and what you do.

*“My name’s Stephan Popadic and I’m a full-stack web designer. I help startups create growth-driven products and brands”*

### 2. Identify a problem you can solve and explain how you solve it.

*“In today’s busy world, your customers are constantly bombarded with different marketing messages, which makes it significantly more difficult for customers to focus and make the right choice. In order to stand out, your signal should be clear and precise.*

*I design memorable customer experiences that allow startups to communicate their message and value to their target audience by using cutting-edge web tools and my knowledge of business strategy.”*

### 3. Wrap up with a call to action.

*“If you need an awesome custom-made website, you can book a free consultation on my website. I would love to hear from you!”*

## EXERCISE 1B

Now, write your own elevator pitch following the steps above. Use the example above and the useful phrases you’ve learned from before. After you’re done writing your pitch, practice delivering it in front of a mirror.

- *I work in...(QA/Robotics/e-commerce)*
- *I work as a ...(QA engineer) ...at/-for...(company name)*
- *I help...(HR consultants get more clients)*
- *I take care of / I handle...(all testing processing)*
- *My job is to...*
- *I do...(full-stack development)*
- *I make sure that...*
- *I oversee / I’m in charge of...(Cloud Integration processes)*
- *Right now I am ...(developing / creating)*

**Would you like to get your elevator pitch checked by one of the English For IT instructors? Feel free to book your individual session now at English For IT.**

**BOOK LESSON >>**

# GLOSSARY

# OF TECHNICAL TERMS

**UX (user experience)** — the overall experience of a person using a product such as a website or computer application, especially in terms of how easy or pleasing it is to use.

**UI** — the series of screens, pages, and visual elements — like buttons and icons — that enable a person to interact with a product or service.

**HTML** — Hypertext Markup Language — is a standardized text-based markup language that determines the structure of web pages.

**CSS** — Cascading Style Sheets is a style sheet language used for describing the presentation of a document written in a markup language such as HTML.

**JavaScript** — an interpreted or just-in-time compiled programming language that serves as one of the core technologies of the web.

**Machine learning** — the use and development of computer systems that are able to learn and adapt without following explicit instructions, by using algorithms and statistical models to analyse and draw inferences from patterns in data.

**CI (Continuous Integration)** — is a coding philosophy and set of practices that drive development teams to implement small changes and check in code to version control repositories frequently.

**CD (Continuous Delivery)** — Continuous delivery is automation that allows automated testing and delivery of application code to different environments. A typical CD pipeline may include build, test and deploy stages and may target multiple environments ( test, staging, production ... etc).

**Distributed ledger** — a consensus of replicated, shared, and synchronized digital data geographically spread across multiple sites, countries, or institutions.

## If you want a little extra practice:

### Reading

Read the article on how to choose a tech career paying attention to the new words.

[READ ARTICLE >>](#)

### Fun stuff

Do you think of yourself as a thinker, collaborator or problem solver? Take the quiz to determine your tech personality. Did you get the kind of result you expected? Do you agree with it?

[TAKE QUIZ >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 1.

1. Choose a word that is most similar to “encounter”.
  - a) collect
  - b) come across
  - c) specialize
2. The opposite of “concise” is:
  - a) lengthy
  - b) clear
  - c) tremendous
3. The opposite of “broad” is:
  - a) rapid
  - b) narrow
  - c) core
4. The word for “to make something shorter” is:
  - a) to shortify
  - b) to shorten
  - c) to encounter
5. “Keep up with” is similar to:
  - a) be aware of
  - b) qualify for something
  - c) taken something on
6. The synonym of “transparent” is:
  - a) concise
  - b) cost-efficient
  - c) clear
7. “Expertise” is most similar to:
  - a) method
  - b) stakeholder
  - c) skills
8. I \_\_\_\_\_ various duties.
  - a) handle
  - b) manage with
  - c) deal
9. I work \_\_\_\_\_ software.
  - a) as
  - b) in
  - c) on
10. My sister works \_\_\_\_\_ a software company.
  - a) on
  - b) at
  - c) to

11. He is working there \_\_\_\_\_ a UX designer.  
a) as  
b) like  
c) despite

12. — What \_\_\_\_\_ about?  
— I don't know. I can't hear them right now.  
a) they talking  
b) are they talking  
c) talk

13. He \_\_\_\_\_ to the office every day.  
a) coming  
b) come  
c) comes

14. This company \_\_\_\_\_ any training.  
a) don't provide  
b) doesn't provide  
c) not provide

15. \_\_\_ he \_\_\_\_\_ what this means?  
a) does, know  
b) is, knowing  
c) do, knows

16. Josh is busy. He \_\_\_\_\_ outside.  
a) plays tennis  
b) is playing tennis  
c) don't play tennis

 **CHECK ANSWERS >>**

# LESSON 02

## TOPIC: HOW TO BUILD A STARTUP?

### AGENDA: YOU WILL LEARN

#### Vocabulary:

Startup culture.

#### Grammar:

Past Simple vs Present Perfect.

#### Pronunciation:

Intonation.

#### Speaking & Soft Skills:

Sales pitch.

#### Writing:

Crafting your own sales pitch.

### WARM-UP

Answer the question.

What are the advantages of working at a startup as opposed to working at a big company?

Look at the tweet and talk about the pros it mentions. Do you agree with what it says?



Jack Altman @jaltma · 4d

Advantages startups have over big companies:

- Tend to be much more focused
- Employees are more energized and inspired
- Less to lose = much higher risk tolerance
- Internal communication costs are near zero
- Employees' interest are more naturally aligned with company's

✓  
**To be aligned** — to be in agreement with.  
**Risk tolerance** — the amount of loss an investor is ready to handle.

# READING



## EXERCISE 1A

Read the first three paragraphs of the text and find the words that mean:

- a) Able to be seen through clearly
- b) Adjusting
- c) Start developing something successfully
- d) Desire to take active part in something
- e) With an optimal balance of value to price
- f) Giving good results
- g) Business founder

Did you ever dream of building your own startup? Even if you didn't, startup mentality and startup culture are very popular topics in the tech world. Steve Jobs even once said that Apple is the biggest startup on the planet. Today we'll talk about why startup culture is so influential and what it takes to build your own successful startup.

Many startups have values that even big businesses are trying to adopt such as:

- Quickly adapting to change
- Demanding high levels of involvement and engagement from all co-workers

- Having open, honest and transparent relationships between teams and management
- Thinking outside the box and finding innovative, cost-effective solutions to customers' problems.

Even if you're planning on creating your own business, thinking like an entrepreneur can be very beneficial for your personal development and career growth. So what qualities do you need to have to get your business off the ground?

## EXERCISE 1B

Complete the text below with the right headline for each paragraph.

Can you think of any other steps that you'll have to plan when building a startup (in addition to these 4)?

- Prepare your pitch
- Develop a vision for your product
- Put together a great team
- Think about the logistics

1. \_\_\_\_\_

It all starts with a good idea. Ask yourself: What customer **pain point** can I solve? Which gaps in the market can our business fill? Is our solution elegant and **scalable**? Can we **pivot** if we have to?

2. \_\_\_\_\_

As a leader, you need **to be in charge of** people to hire. Very often new businesses are formed by a couple of friends who have known each other for years and share the same mindset. However, as your company grows you will have to **bring** new people **on board**. It is important that your new employees are the right match for the company. That means they not only have the right skill set for the job but also share the same motivation and passion for your common vision and goals.

3. \_\_\_\_\_

Where will you be located as a business? What **expenses** will you have to **take into account**? What annual budget will you need? A CEO is a bit of a **jack-of-all-trades** at least during the early stages of the startup. What can help you though is an incubator. Incubators are non-profit organizations or individuals which provide new businesses with a range of possibilities

such as access to low-cost equipment, mentorship, help with marketing, PR and pitching, living accommodation, networking opportunities and helping the startup find **prospective** investors.

4. \_\_\_\_\_

If you ever **come across** someone important (say, a potential mentor or shareholder) you want to be able to deliver a **concise** informative speech about yourself / your product or your company. That's what pitching is all about. By getting your idea out there to people who can fund you and mentor you in the future can be scary because there's a lot **at stake**. However, it is important to pitch as many people as possible. Even if you don't get a partnership or a contract, every pitch can be a source of **valuable** learning for the future and the people you give it to may even suggest useful tips or make you see things from a different perspective.

In short, having an entrepreneurial spirit is beneficial for everyone and the 4 tips we've just discussed can be applied in other areas such as your job or personal life. In future segments, we will focus more on how to create and deliver your own pitch.

 Listen to the audio recording (track 2.1.) of the text and check your pronunciation.



[Open in Google Drive](#)

## Ab EXERCISE 1C

Match the highlighted words with their definitions.

- |                             |   |
|-----------------------------|---|
| 1. Pain point               | a) Having an ability to grow bigger                       |
| 2. Scalable                 | b) Ask someone to join the team                           |
| 3. Pivot                    | c) Change the course of the existing strategy             |
| 4. To be in charge          | d) A problem that a business / service can solve          |
| 5. Bring (someone) on board | e) Encounter  |
| 6. Expenses                 | f) Likely to happen                                       |
| 7. Take into account        | g) Short and informative                                  |
| 8. Annual                   | h) At risk  |
| 9. Jack of all trades       | i) Yearly   |
| 10. Prospective             | j) Consider   |
| 11. Come across             | k) Someone who can handle many different responsibilities |
| 12. Concise                 | l) Costs  |
| 13. At stake                | m) To be the main person responsible for something        |





## ANGLISH TIP

English For IT

### Who can I get help from?

You're gonna need help from people that have industry experience and skills. That's where **incubators** and **accelerators** come in. Incubators help startups discover an idea and create a business plan for executing that idea. Accelerators, on the other hand, help startups with already existing MVPs to grow and develop quicker.

### Where can I get money from?

You can choose to either raise **VC funding** (this will involve preparing lots of **pitch decks** for venture capitalists and trying to convince them to invest into your business) or **bootstrap** your startups (if you have enough startup capital)

\*Check the glossary of terms for a detailed explanation of the highlighted words

## EXERCISE 2A

Answer the questions.

1. Are you currently in the market for anything? What is it?
2. Can you explain in your own words what marketers do?
3. Can you give examples of companies that managed to corner the market? How did they do it?

## EXERCISE 2B

Complete the sentences with the following expressions.

Expressions with the word market.

Corner the market · On the market  
 Break into a market · Marketer  
 Beat (someone) to market  
 Market economy · In the market for  
 Go-to-market strategy

1. The United States is a \_\_\_\_\_ where the prices are determined by the rules of supply and demand.
2. They were planning to release their app next month but their competitors \_\_\_\_\_ them \_\_\_\_\_.
3. This is the best solution \_\_\_\_\_ right now.
4. A company always takes a risk when it tries to \_\_\_\_\_ a new \_\_\_\_\_.
5. We need to create a strong \_\_\_\_\_ if we want our product to be successful from the first day of the launch.
6. That company has \_\_\_\_\_ and become the leading desktop manufacturer in the industry.
7. I'm \_\_\_\_\_ for a new pair of headphones.
8. Have you considered hiring a \_\_\_\_\_ to help you with promoting your services?



@english\_for\_it

You can learn useful phrases, idioms, grammar constructions and more on the English For IT Instagram page.

**LEARN NOW >>**

# GRAMMAR

## Past Simple & Present Perfect

**Me:** just wrote 200  
unsaved lines of code  
**My computer :**



At the same time a study by Creative Strategies shows that while 98% of iPhone users **have used Siri**, fewer than 10% are comfortable talking to Siri in public. Typical usage is either at home (39%) or while driving in their car (51%).

By the way, **have you ever tried** to write or dictate an email using Siri while you're driving? Not a great experience, right?

In fact, up until now, about 99% of VUI usage **has been** about asking very simple questions or giving easy instructions, like:

- "Alexa, Turn on my kitchen lights."
- "Okay Google, Play During Times of War by the Talking Heads"
- "Hey Siri, Does Santa Claus Exist?"

### EXERCISE 1

Read the text. Find the time markers that are used with Past Simple and Present Perfect.

Past Simple: \_\_\_\_\_ , \_\_\_\_\_ .

Present Perfect: \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ .

It's awkward. How many times **have you caught** yourself thinking aloud? Have you ever received this "are you crazy" look? Now, we have an excuse, Voice UI. "I was just talking to my smartphone." Just **a few years ago people thought** that a guy talking to his phone was crazy, but now hardly anyone would care.

There are plenty of visual elements that are missing in VUI compared to GUI. Like visual text, structure, composition, underlining typos or grammatical mistakes or inserting links. VUI just **hasn't evolved** enough for the complex tasks yet.

In 2016, Apple and Google **opened** their voice API's to application developers. This means that you can use Siri / Google Voice services to create a companion VUI for your GUI inside your iOS and Android applications. Does it make sense to add voice commands to every single feature of every mobile app? Probably not, but in some cases, the voice could be an excellent alternative to GUI.

# Past Simple

We use it when we speak about a finished period of time – When I was a student I worked in an electronics store.

**Time markers:** yesterday, the day before yesterday, the other day, last night/week/month/year, 2 days ago, in 1984.

FORM	
<b>+</b> <b>Regular verbs:</b> add <b>-ed</b> to the base form of the verb. <b>Irregular verbs:</b> use the special past form.	start + ed => started <i>It <b>started</b> in the 1950s.</i> rise – rose – risen <i>When “television” <b>rose</b> to prominence in America’s living rooms.</i>
<b>-</b> Use <b>didn’t (did not)</b> before the base form of the verb.	<i>Time-shifting of television <b>didn’t exist</b>.</i>
<b>?</b> Use <b>did</b> before the base form of the verb. With verb <b>to be (was/were)</b> just change the word order.	<i><b>Did</b> you watch the new iPhone presentation last night?</i> <i><b>Was</b> it interesting?</i>

# Present Perfect

We use it when we speak about an unfinished period of time (from past until now) – I have worked as a software engineer at this company for 6 years..

 **Review the list of the most common irregular verbs if you need a refresher.**

**VIEW LIST >>**

## FORM

<p><b>+</b> <b>have/has + past participle</b></p> <p><b>Regular verbs:</b> add <b>-ed</b> to the base form of the verb.</p> <p><b>Irregular verbs:</b> use the special form.</p>	<p><i>I <b>have worked</b> at this company for 6 years.</i></p> <p><i>I <b>have done</b> all my tasks for today, I'm ready to go home.</i></p>
<p><b>-</b></p> <p>Use <b>haven't/hasn't (have/has not)</b> before the base form of the verb.</p>	<p><i>I <b>haven't</b> had breakfast today yet. I really need some coffee.</i></p>
<p><b>?</b></p> <p>Use <b>have/has</b> at the beginning of the sentence, before the subject.</p>	<p><i>Have you ever been to India?</i></p>

## Time markers

<b>already</b>	<i>Have you already received the specifications?</i>	It has happened before this time, you don't need to wait for it now.
<b>yet</b>	<i>No, I haven't received them yet.</i>	It hasn't happened, you need to wait for it.
<b>just</b>	<i>Wait, I've just got an email.</i>	Right now, or very short time before.
<b>ever</b>	<i>Have you ever worked in this language?</i>	Any time before now.
<b>never</b>	<i>No, I have never used it.</i>	At no time before now.
<b>for</b>	<i>Yes, I've worked in it for two years now.</i>	For – a period of time.
<b>since</b>	<i>Yes, I've worked in it since 2017.</i>	Since – a point in time.



## EXERCISE 2A

Choose the correct form.

1. I **haven't bought/didn't buy** any new books recently.
2. Two of my teammates **have left/left** the company last week.
3. We **have spent/spent** a lot of time fixing this issue last night.
4. **Have you ever won/Did you ever win** a competition?
5. We **have finished/finished** the sprint on Friday.
6. Who is this guy? I **have never met/never met** him before.
7. **I have never been/I never was** to the USA.
8. Jeff isn't at the office this week. He **has gone/went** on a business trip.
9. We have lots of new ideas. We **have been/were** on a huge conference.



## EXERCISE 2B

Choose **for** or **since**.

1. I have been interested in technology \_\_\_\_\_ I was a child.
2. We can trust Jim with it, he has worked in this area \_\_\_\_ six years now.
3. They have been in this meeting room \_\_\_\_\_ 3 hours and they haven't finished yet.
4. He has lived in Ireland \_\_\_\_\_ over 5 years now \_\_\_\_\_ he started working at Google.
5. He's my best friend, I have known him \_\_\_\_\_ the school.
6. Tom hasn't been that much fun \_\_\_\_\_ he got married.



## EXERCISE 2C

Put the verbs in the correct tense.

1. — (you/ever/be) to California?  
— Yes, I (be) there two years ago.
2. — When (you/relocate) the headquarters?  
— Last year, as soon as we (finish) redecorating the new building.
3. — (you/already/meet) the new project manager?  
— Yes, I (see) him at lunch time yesterday. He seems nice.
4. — (you/ever/work) from home?  
— Yes, I (spend) a couple of years working as a freelancer in my twenties.
5. We (have) a lot of tasks last night. I (come) home at midnight.
6. I don't think he is a good fit for the job. He (never/work) in this position before.
7. Do you know what happened to Tom? He (send) me the report yet.
8. I (work) at this company for 3 years. (I still work here).
9. I (work) at this company for 3 years. (I don't work here anymore).



## EXERCISE 3

Complete the sentences so that **they're true for you. Use Past Simple and Present Perfect.**

1. I have \_\_\_\_\_ since \_\_\_\_\_
2. I haven't \_\_\_\_\_ since \_\_\_\_\_
3. I haven't \_\_\_\_\_ yet \_\_\_\_\_
4. I \_\_\_\_\_ when I was in school
5. Two years ago, I \_\_\_\_\_
6. I \_\_\_\_\_ yesterday

# PRONUNCIATION

## EXERCISE 1A

Read about the rules of English intonation.

Using proper intonation can make the biggest difference in how well your speech is perceived.

Correct information makes you sound more confident, professional and clear.

There are two types of intonation in English: **rising** (↗) and **falling** (↘).

We use rising intonation in the following cases:

### **Yes/No Question:**

- ↗ Did you HEAR this?
- ↗ Can you speak LOUDER?
- ↗ Are you tired?
- ↗ Do YOU work here?

We use falling intonation in:

### **Wh- Question:**

- ↘ WHEN did you start working here?
- ↘ HOW MUCH time do you spend in meeting?
- ↘ WHERE did you go to school?

In longer sentences, we'll need a mix of rising and falling intonation.

For example, when we have questions with several answer options:

### **Choice Questions?**

Can you code in Python ↗ or C++ ↘?

Can you code in Python ↗, Java ↗ or C++ ↘?

You should also use rising intonation after each break in a long sentence and use falling intonation to indicate the end of the sentence.

When I just started working on that project ↗, I wasn't sure where to start ↗ but, luckily ↗, my friends were able to help ↘.

I read a lot of articles ↗, booked sessions with industry experts ↗ and finally managed to come up with a solid business plan ↘.

## 🔊 EXERCISE 1B

Look at the sentences below. Use arrows (↗ and ↘) to indicate the types of intonation that should be used in each sentence. Listen to the recording (track 2.2) and check your answers.

- Can you make it to my birthday dinner?
- Do you wanna see a movie tonight?
- Did you have time to watch the final episode?
- Is it true that you lost your phone?
- Should we ask her to join us?
- What did you think of the project?
- Why are you so busy lately?
- Where should we go for lunch?
- Can you help me now or later?
- Is the best time to meet on Monday, Tuesday or Wednesday?
- Would you like vanilla, caramel, strawberry or chocolate?
- Actually, we still have some time.
- In fact, I tried calling him the other day but he didn't pick up.
- A few years ago, I got a chance to work with a great graphic designer.



[Open in Google Drive](#)

# WRITING & SOFT SKILLS

## Presenting your company or product.

### 📖 EXERCISE 1A

Read the text and note down the key elements that make a good pitch.

“I have an idea I want to pitch”. This is a sentence every English speaker says at least once in their career. Every time you have to introduce yourself, talk about what your company does or suggest a new idea, you are delivering a sales pitch.

Here's how you can go about it:

1. Who are you?
2. What does your company do?
3. What's the value proposition?
4. Attention-grabbing call to action statement.
5. Read and edit the pitch.

Also, remember about the 3 big Don'ts of a sales pitch:

- Don't use jargon (use simple words that people from outside of your professional sphere can understand).
- Don't make the pitch too long (1 minute is ideal. Remember that the end goal of such pitch is to earn you a second conversation where you can have a more in-depth discussion).
- Don't freestyle too much (make your pitch concise and to the point. Preparing your pitch helps you make a better impression than if you were just improvising it off the top of your head).

Let's have a look at how a pitch is structured:

### 1. WHO ARE YOU?

Write a sentence about who you are and what your role is at the company.

e.g., "I'm the CEO of Hiretool.

### 2. WHAT DOES YOUR COMPANY DO?

What's the company's mission and goals for its product or service?

"I'm the CEO of Hiretool. We help tech companies that outsource their workforce across the globe test potential candidates' English and communication skills prior to inviting them to a job interview with a foreign customer."

### 3. WHAT'S THE VALUE PROPOSITION?

What does your company do exceptionally well that sets its product or service apart from the rest? Write a brief, 1-2 sentence statement about the value the product or service provides to current customers.

"I'm the CEO of Hiretool. We help tech companies that outsource their workforce across the globe test potential candidates' English and communication skills prior to inviting them to a job interview with a foreign customer. A recruiter or a manager can assign a test to a candidate in just 2 clicks. No middleman, no additional registration that would scare the candidate away. The tests are predesigned by our specialists based on a client's request and checked with the help of AI technology."

### 4. GRAB THEIR ATTENTION.

Pull in your audience with an exciting story about a customer or the company founders. Or offer up a fascinating fact or statistic about the product.

"I'm the CEO of Hiretool. We help tech companies that outsource their workforce across the globe test potential candidates' English and communication skills prior to inviting them to a job interview with a foreign customer. A recruiter or a manager can assign a test to a candidate in just 2 clicks. No middleman, no additional registration that would scare the candidate away. The tests are predesigned by our specialists based on a client's request and checked with the help of AI technology.

According to Statistics Brain, 43 percent of U.S. companies are outsourcing jobs from the IT industry. Which means a lot of non-native English speakers are recruited".

## EXERCISE 1B

Now, write your own pitch following the same 4 steps.

# SPEAKING & SOFT SKILLS

## EXERCISE 1

It's time for you to put all of your learnings from this lesson together! Look at the example of a pitch and complete it with your own information.

Hi! I'm here to tell you about our company and what we do.

I founded / joined this company in ... (2013) because I wanted to ....(work on bigger and more exciting projects).

We released ...(over 7) ... products which helped our customers...(communicate in English more effectively and feel at home in an English-speaking environment).

During my time in this company I ... (scaled our business, made new partnerships).

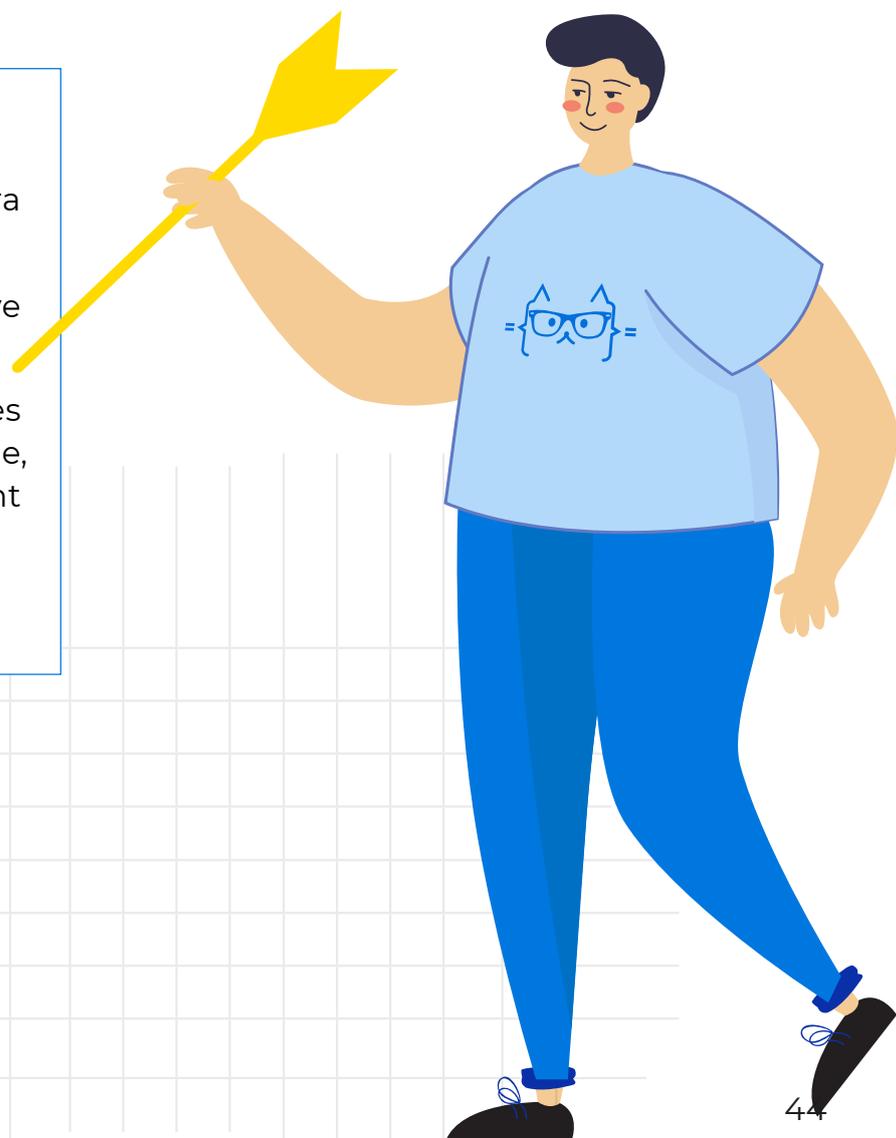
Currently, we have (over 30) clients and are working on ...(5) new projects.

We are hoping to launch them... (next year).

### TIP

To make speaking tasks extra effective, make sure to:

- use new words you've learned from the lesson
- recall the grammar rules you've learned (for example, Past Simple and Present Perfect)
- use engaging intonation



## EXERCISE 2A

Read Anna's recap of a speech by Guy Kawasaki and match the heading to the paragraphs (1-6).

As a participant of GSV Ventures Bootcamp, I had the honor to attend an extremely motivational talk by Guy Kawasaki, [Chief Evangelist](#) of Canva.

### Evangelist noun [C] (OPINIONS)

---

**someone who often talks about how good they think something is, and tries to persuade you to have the same opinion.**

Here are my takeaways from Guy Kawasaki's speech. I view them as a step-by-step guide on how to build your startup and ship your product right. Just follow the next steps:

Get your product into people's hands • Hire passionate people • Prioritize  
Think about your mission • Start small • Say no to naysayers

1. \_\_\_\_\_

Build an M<sup>2</sup>V<sup>2</sup>V<sup>2</sup>P where M= minimal, V=viable, V=valuable, V=validating, P= product.

2. \_\_\_\_\_

Get your product out there! Ship it! As an entrepreneur your job is to DO IT.

3. \_\_\_\_\_

Canva's mantra is "democratize design". Guy's is "empower people". What's your and your product's mantra?

4. \_\_\_\_\_

Worry about big things. Designing business cards for your startup is a good idea but it shouldn't be your priority.

5. \_\_\_\_\_

They may not have a perfect background but they need to love what you do. Hire them.

6. \_\_\_\_\_

Don't let the bozos grind you down. Especially rich and powerful **bozos** who may not know better than you.

### bozo noun [ C ] mainly US slang

---

**a stupid person:**

*Some bozo on a motorcycle almost ran me over.*

## EXERCISE 2B

Now, imagine you are building your own startup (if you're an entrepreneur already, you can rely on real-life experience).

Talk about:

- What your startup is called.
- What your mantra (mission) is.
- What your product can do for its users.
- What sort of culture you are trying to create at your company and what people you like to work with.



## EXERCISE 3

Paul Graham is a co-founder of Y Combinator, one of the most prestigious accelerators in the world. Read his tweet below and answer the question:

In your opinion, what are some of the things a beginner CEO needs to learn in order to build a successful startup?



**Paul Graham**   
@paulg 

Starting a startup is going to force you to learn a lot of new things anyway, usually under pretty harsh conditions. And if you know you're going to have to learn a lot of new stuff anyway, why not start with the stuff you know you're missing?

✓ **Under pretty harsh conditions** — in a difficult environment.  
**The stuff you're missing** — the things you haven't learned yet.

To read the full article and get an awesome podcast recommendation, check out Anna's Medium.

**GO TO ARTICLE >>**



# GLOSSARY OF TECHNICAL TERMS

**Startup** — a newly established business. A software startup that's valued at more than a billion dollars is called a "unicorn", implying that such cases are extremely rare.

**Shareholder** — an owner of shares in a company.

**Incubator** — an organization engaged in the business of fostering early-stage companies.

**Accelerator** — an organization that offers a range of support services and funding opportunities for startups.

**Pitch deck** — a presentation deck that is used to pitch your idea or company to any number of audiences, generally investors.

**API (Application Programming Interface)** — a set of programming code that enables data transmission between one software product and another.

**CEO (Chief Executive Officer)** — the highest-ranking person in a company or other institution, ultimately responsible for taking managerial decisions.

**MVP (Minimum Viable Product)** — a version of a product with just enough features to be usable by early customers.

**VC (Venture Capital)** — a form of private equity and a type of financing that investors provide to startup companies and small businesses.

**Bootstrap** — start up (an internet-based business or other enterprise) with minimal financial resources.

**Scale up** — (of a company or system) increase production or capacity.

**Middleman** — a person who buys goods from producers and sells them to retailers or consumers, an intermediary.

## If you'd like a little extra practice:

### Reading

Read the article noting down new words and terms.

5 reasons startups fail.

[SEE ARTICLE >>](#)

### Fun stuff

Let's go browsing AngelList — the most popular platforms for venture investing and finding jobs at startups. Just have a look and see if you can find any exciting startups!

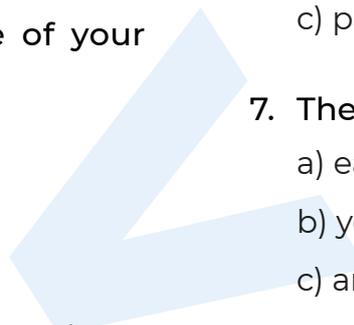
[FIND STARTUPS >>](#)

# QUIZ



Test your knowledge of the vocabulary and grammar from Lesson 2.

1. After months of hard work, we have finally managed to get our product \_\_\_\_ the ground.  
a) off  
b) to  
c) on
2. The opposite of “beneficial” is:  
a) harmful  
b) transparent  
c) efficient
3. You can’t put the future of your company \_\_\_\_ stake.  
a) on  
b) to  
c) at
4. I have \_\_\_\_ this issue many times before.  
a) met  
b) faced with  
c) come across
5. He went to a conference for business founders where he met many \_\_\_\_\_.  
a) jack-of-all-trades  
b) entrepreneurs  
c) incubators
6. You need to know what your customers’ \_\_\_\_\_ are before you start developing your product.  
a) issues  
b) pivots  
c) pain points
7. The synonym of “annual” is:  
a) early  
b) yearly  
c) annoying
8. We decided to \_\_\_\_\_ two new designers \_\_\_\_\_.  
a) join; to our company  
b) hire; on the team  
c) bring; on board



9. At the end of the sentence “When did this happen?”, the intonation:
- a) goes up
  - b) remains flat throughout the sentence
  - c) goes down
10. I \_\_\_\_\_ to become an athlete when I was younger.
- a) have wanted
  - b) want
  - c) wanted
11. I \_\_\_\_\_ always \_\_\_\_\_ to go to Chile. Hopefully, I’ll get a chance to do it one day.
- a) --; wanted
  - b) am; wanting
  - c) have; wanted
12. I \_\_\_\_\_ this man for 10 years now.
- a) knew
  - b) have known
  - c) know
13. Can you see that woman over there? She \_\_\_\_\_ here since 10am.
- a) has been
  - b) have been
  - c) was
14. We \_\_\_\_\_ two years building this project and we finally finished it.
- a) have spent
  - b) spend
  - c) spent
15. — Look at the new VR helmet I bought!  
— Wow! How much \_\_\_\_\_?
- a) has it costed you
  - b) does it cost you
  - c) did it cost you?
16. 50 people \_\_\_\_\_ their jobs since this morning.
- a) have quit
  - b) quit
  - c) are quitting

 **CHECK ANSWERS >>**

# REVISION

(UNITS 1-2)

## VOCABULARY

### ■ PART 1.

Create verb-preposition pairings to fill in the blanks.

Specialize

Take

Keep

Come

Break

Get

Off

In

On

Into

Up

Across

1. I don't know how to deal with this issue because it's not something I've ever \_\_\_\_\_.
2. The market is saturated with recent graduates trying to \_\_\_\_\_ the industry.
3. I gladly \_\_\_\_\_ that challenge because it was something I really wanted to do.
4. — What does Brian \_\_\_\_\_?  
— He's a marketing expert.
5. She's finding it hard to \_\_\_\_\_ with the demands of her job.
6. Unless you already have an audience, it is very hard to \_\_\_\_\_ your podcast \_\_\_\_\_ the ground.

## ■ PART 2.

Choose the best option.

1. The great thing about our company is that all communication is **solid/transparent**. We can speak openly with one another.
2. We have found a **cost-efficient/shortened** method of hiring people that allows us to minimize our expenses.
3. We need to take into **account/bring** on board a few key details before we start on this project.
4. He got tired of working for other people and became **a jack-of-all-trades/an entrepreneur**.
5. We have finally finished our **VC/MVP**. You can download it on our website.
6. How are you going to **qualify/compete** with these people? They're all top-level professionals.
7. We have a set of **core/annual** strategies that allow us to make quick decisions when we need to pivot.
8. Ryan's explanations are always so **scalable/concise**. He always manages to give you the full picture of the situation in just a few sentences.
9. He doesn't have the **expertise/stakeholder** to tackle this issue himself.
10. It's going to be hard to explain the results of the meeting **in charge/in a nutshell** but I'm going to try my best.



# GRAMMAR



## ■ PART 1.

Are the sentences correct or wrong? Correct the ones that are wrong.

1. I learn DevOps now.
2. I really like my new job.
3. I have been to the USA twice in my life.
4. I have been very excited when I got my first job.
5. She trying to find a better-paid job.
6. We have successfully identified a major pain point for our customer.
7. I didn't see John ever since he stopped working here
8. Did you noticed anything strange yesterday?
9. She doesn't seems to understand what the problem is
10. Where does your brother work?

## PART 2.

Fill in the gaps.

1. Laura \_\_\_\_\_ (need) help with her project. Can you help her?
2. I \_\_\_\_\_ (not update) my OS in two months now.
3. She \_\_\_\_\_ (not want) her boyfriend to know that she is going to quit her job.
4. The interview \_\_\_\_\_ (go) really well. I think I \_\_\_\_\_ (make) a good impression on them yesterday.
5. I \_\_\_\_\_ never \_\_\_\_\_ (interview) anyone. This is my first time.
6. He \_\_\_\_\_ (be) very happy with his current job.
7. Despite her illness, she \_\_\_\_\_ (keep) working on that project until its successful completion.
8. These days, you \_\_\_\_\_ (not need) a degree to get a good job
9. Lynn \_\_\_\_\_ (debug) the website as we speak. So far, she has found one critical bug
10. We \_\_\_\_\_ currently \_\_\_\_\_ (adapt) to recent changes.

# SOFT SKILLS

Choose the best option to complete the pitch.

My name is Lauren. I work **like/as** a business analyst **at/on** a big tech company. My company helps managers and business owners put together robust teams to build projects or take care **for/of** administrative tasks.

We use **cutting-edge/cutting-end** AI technology that allows us to match the right person to the right job. Personally, I am in charge **of/to** interviewing prospective team members **to make sure/for making sure** they are bringing the perfect combination of skills and personality characteristics to the team. You can think of me as a recruiter, a project manager and a customer service expert all in one bundle.

 **CHECK ANSWERS >>**

# LESSON 03

## TOPIC: TRENDING TECHNOLOGY

### AGENDA: YOU WILL LEARN

#### Vocabulary:

Trending technology.

#### Grammar:

Future tenses (Future Simple and To be going to).

#### Pronunciation:

How to pronounce -ed ending.

#### Speaking & Soft Skills:

Practicing the rule of three “whys”.

#### Writing:

Creating a professional LinkedIn profile.



### WARM-UP

Answer the question.

What's the first thing that pops up in your mind when you think of **cutting-edge** technology?

#### **cutting-edge** DEFINITIONS AND SYNONYMS

ADJECTIVE

#### DEFINITIONS 1

**1** extremely modern and advanced

*cutting-edge technology*

# READING



## EXERCISE 1A

Read the tweet. What technologies do you think you need to know to qualify for this job?



**Matt Corallo**  
@TheBlueMatt



TIL Square is hiring software engineering and business leads for the Bitcoin hardware wallet. If you wanna work with a killer hardware team, this seems like a good opportunity.



✓  
TIL — today I learned.  
Killer — excellent / very good.



## EXERCISE 1B

Match the words below (1-4) with the field they relate to (a-d). Explain your choice.

1. Supercomputers

2. Self-driving cars

3. Gaming

4. Instagram filters

a) Quantum Computing

b) Artificial Intelligence

c) Virtual Reality

d) Augmented Reality



## EXERCISE 1C

Read the first paragraph and match the words to their definitions.



### QUANTUM COMPUTING

Quantum computing has got to be the most glamorous-sounding area of computer science. It promises to deliver tremendous breakthroughs in the fields of scientific research, medicine and complex simulations and it is teeming with fancy terms such as “qubits”, “quantum entanglement” and superposition. The variety of issues that can be tackled with this technology is fascinating.

**1. Breakthrough**

a) a word or phrase used to describe a thing or to express a concept

**2. Term**

b) the opposite of “underestimate”

**3. Tackle (an issue)**

c) to attempt to deal with something

**4. Fascinating**

d) a sudden important discovery or development

**5. Render something obsolete**

c) very interesting

**6. Overestimate**

d) make something useless and old-fashioned



## EXERCISE 1D

Answer the question.

Do you think quantum computers will soon **render** the traditional ones and zeros **obsolete** or maybe their power is largely **overestimated**?



## EXERCISE 1E

Read the second paragraph and complete the gaps in the text with the words below.

leveraged • downside • point out  
taking over • high-skilled • drive  
low-skilled



### ARTIFICIAL INTELLIGENCE

In popular culture AI is often shown destroying humans and 1) \_\_\_\_\_ the world but in reality this technology has a vast number of useful applications. In marketing and social media AI is used to gather user data and track user behavior and later convert that data into predictions that businesses can use to 2) \_\_\_\_\_ their strategy. AI is even 3) \_\_\_\_\_ for lie detection and emotional recognition. Some people 4) \_\_\_\_\_ that one big 5) \_\_\_\_\_ of AI is that it replaces a lot of jobs such as truck drivers and factory workers. However, it is worth noting that while AI is going to remove some 6) \_\_\_\_\_ jobs it is probably going to create more 7) \_\_\_\_\_ jobs.



## EXERCISE 1F

Answer the question.

What other ways to leverage AI technology can you think of?



## EXERCISE 1G

Read the remaining two paragraphs and use the highlighted words to complete the sentences.

1. John always \_\_\_\_\_ brilliant creative ideas.
2. I think AR is going to \_\_\_\_\_ in the next couple of years.
3. He knows how to \_\_\_\_\_ market trends, that's why he is so successful.
4. Our company was an \_\_\_\_\_ of VR technology. We've been using it since the late 2000s!
5. Our \_\_\_\_\_ objective is to gain more users.
6. If you \_\_\_\_\_ your mouse \_\_\_\_\_ this button, it will change its color.





## AUGMENTED REALITY (AR)

Just like VR, AR is also used for a variety of purposes other than gaming. Overlaying virtual objects over reality offers a ton of opportunities businesses can **capitalize on**. Companies are implementing AR technologies to increase interaction with their brand by offering try-on programs where you can place a virtual object in a real environment such as a virtual couch in your living room or virtual shoes on your feet. Not to mention special apps where you can **hover your phone** over a real-life object and learn more information about it. AR events such as AR meetups and concerts is another trend that seems to be **gaining traction**.



## VIRTUAL REALITY (VR)

We're used to seeing virtual reality in gaming but does it exist outside it? Yes, it does. There are many fields in which VR technology can be used these days, the **primary** ones are education and healthcare. The healthcare industry, in particular, has been a major **early adopter** of VR. On top of that, VR has applications in business forecasting allowing businesses to **come up with** new creative products and collect user feedback without needing a finished MVP.

**🔊** Listen to the recording of the text (**track 3.1**) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1H

Answer the question.

Have you ever tried either VR or AI in real life? What has that experience been like?

## EXERCISE 2

Answer the question.

Here's what people say about trending technologies. Do you agree or disagree with them?

You may want to use some of the **useful expressions** in your answers.

- "A quantum computer couldn't quite hold all the information in the world, but it could certainly break currently used encryption."
- "Mark my words, AI is far more dangerous than nukes" (Elon Musk)
- "When virtual reality gets cheaper than dating, society is doomed"
- "Augmented reality promises to be as influential to our society as the smartphone" (Tim Cook)

## USEFUL PHRASES

Strong agreement	Mild agreement	Mild disagreement	Strong disagreement
Absolutely! / Totally!	I agree up to the point	I wouldn't say that myself	Not by a long shot!
100 percent!	I guess so	I don't know about that	I don't think that's true
I couldn't agree more!	That might be true in a way	I'm not so sure to be honest	That doesn't make sense to me
That's exactly correct!	That could be true / That could happen	We'll have to see about that	I have to disagree with this



### ANGLISH TIP

@anna\_gandrabura

*Strong disagreement can often be interpreted as a sign of rudeness in the English-speaking countries. In business communication, it's best to disagree **mildly** and **politely** just to be safe.*

# GRAMMAR

## Future Tenses

### EXERCISE 1

Read the text. Can you name the grammar forms that are used in the highlighted sentences?

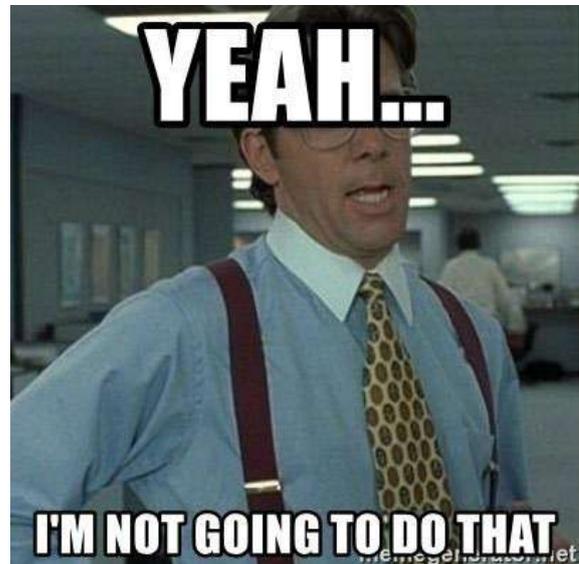
In the next ten to twenty years specialized and general purpose robots will most likely become both capable and affordable enough to begin replacing many unskilled and semi-skilled workers.

For instance, there has already been invented a robotic burger maker that can make up to 360 burgers per hour. In the future, fast-food restaurants will need less space for the kitchen (which will save them in rent and utilities, etc.) since these machines only take up a mere 24 square feet.

The robots don't "walk off the job" or need training. So there will not be so much unpredictability and wasted time.

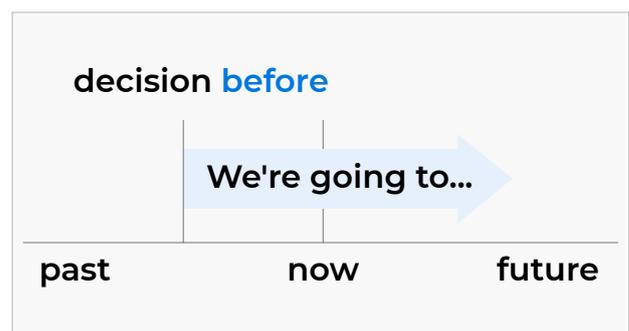
For instance, Panera Bread, a fast-casual chain, is going to replace some workers with kiosks. There will be roughly eight checkout kiosks per restaurant to help solve the slow-service issue that they currently have.

Then there's Amazon.com. They currently use 1,000 robots from a company they bought back in 2012 called Kiva Systems. They use these robots to help fill customer orders. And, according to the latest report, Amazon is going to have up to 10,000 robots working by the end of this year!



### EXERCISE 2A

Look at the two graphs and complete the rules.



1. We use \_\_\_\_\_ for decisions made at the moment of speaking and promises.
  - *I need another coffee.*
  - *No worries. I'll make you a cup.*
  
2. We use \_\_\_\_\_ when we have already made a decision and are now talking about it.
  - *Josh and I have decided to organize a team building retreat. We're going to invite everyone to a ski resort.*
  
3. Both Future Simple and To be going to are used to make predictions about the future.
  - Sometimes we make predictions because we have evidence for it. In this case, we used to be going to.
    - *I saw Paul in the bar last night. I don't think he is going to come to the office today.*
  - Other times, we make predictions based on our feelings or intuition as opposed to factual evidence.
    - *I believe Paul won't come to the office today.*

## EXERCISE 2B

Observe the forms and usage of both grammar constructions.

	Future Simple	To be going to
<b>Affirmative</b>	I will be here until 7 o'clock	I'm going to talk about three main points today.
<b>Questions</b>	Will she know what to do?	Are you going to take a break soon?
<b>Negations</b>	I won't ever go back there.	He isn't going to quit his job.

**Note:** We usually contract "will not" to "won't" in both oral and written speech.

"Will not" is only used in very formal communication (contracts, formal agreements) etc. or to indicate anger or other strong emotions (I will NOT work with him again!)



## EXERCISE 3A

Choose the correct option.

1. Does the meeting start at 3 p.m.? – I'm not sure, I **will/am going to** check the invite.
2. Why don't you talk to the Team Lead? He **will/is going to** know what to do.
3. He **will/is going to** go on a business trip this spring, but the time hasn't been arranged yet.
4. It's hot in here. I **will/am going to** switch on the AC.
5. My brother entered the university last year. He says he **will/is going to** become a developer.
6. I have no idea about my future. Maybe I **will/am going to** come up with some kind of online business and work from home.
7. I'm planning to quit as soon as I can. I **won't/'m not going to** put up with another boring job again.
8. Life is unpredictable and no one knows where he **will/is going to** find himself in five years.
9. Janet wants to take a year off work. She **will/is going to** develop new skill sets to fully realize her potential.



## EXERCISE 3B

Put the verb in the correct form using **will/going to**.

1. — Have you already decided what you're going to do about that job offer?  
— Yes, I **(accept)** it.
2. — I have no idea where my flash drive is.  
— Don't worry, I'm sure you **(find)** it.
3. He's just told me that he's stuck in traffic and the meeting starts in 5 minutes. He **(be late)**.
4. — We've decided to change the color of our logo.  
— Oh, really? What color **(use)**?
5. — I don't know how to use the coffee machine.  
— It's easy. I **(show)** you.
6. — Did you talk to Jim?  
— No, I totally forgot. I **(talk)** to him now.
7. Paul **(not come)** into work today. He's at home sick.
8. — Have you made plans for the weekend?  
— Yes, I **(work)** on my personal project.



## EXERCISE 4

Describe your plans for the next weekend.

What are you going to do? What do you think you will probably do? Is there anything you definitely won't do?

Write at least 5 sentences.

# PRONUNCIATION

## EXERCISE 1A

Read about the ways to pronounce the -ed ending.

-ed /t/	-ed /id/	-ed /d/
<p>If the verb ends in the voiceless sounds 'p', 'f', 's', 'ch', 'sh', 'k', then 'ed' is pronounced as 't':</p> <ul style="list-style-type: none"><li>'p' stopped</li><li>'f' laughed</li><li>'s' promised</li><li>'ch' watched</li><li>'sh' finished</li><li>'k' walked</li></ul>	<p>If the verb ends in the sounds 'd', 't', then -ed is pronounced /id/ and adds a whole syllable to a word:</p> <ul style="list-style-type: none"><li>wanted (want-id)</li><li>decided (decide-id)</li><li>admitted (admit-id)</li><li>suggested (suggest-id)</li><li>recommended (recommend-id)</li><li>intended (intend-id)</li></ul>	<p>For all other words including vowels, 'ed' is pronounced as 'd':</p> <ul style="list-style-type: none"><li>allowed</li><li>cried</li><li>enjoyed</li><li>cleaned</li><li>imagined</li></ul>

## EXERCISE 1B

Try saying the sentences below. Decide how -ed should be pronounced (id / t / d). Listen to the audio recording (track 3.2) and check yourself



[Open in Google Drive](#)

1. I noticed an error in the code and fixed it.
2. I don't know what caused that issue.
3. We talked about our past projects and he told about a website he designed a few months ago.
4. I placed an order for two books but the store hasn't responded yet.
5. Have you changed the logo? The old one looked better.

# SPEAKING & SOFT SKILLS

## EXERCISE 1A

Read the text. What is the purpose of the rule of three “whys”?

### The rule of 3 “whys”

The best way to tackle complex issues is to break them down step-by-step until you get to the root cause of the problem. Once you know what is actually causing the issue, the solution will be much easier to find!

One way you can go about breaking issues down is by asking the “why” question at least three times. For example:

**Problem:** I’m not getting enough sleep.

- **Question 1:** Why am I not getting enough sleep?  
**Answer:** Because I always go to bed late.
- **Question 2:** Why do I go to bed late?  
**Answer:** Because I stay up scrolling social media.
- **Question 3:** Why do I stay up scrolling social media?  
**Answer:** Because that’s how I unwind from a stressful day at work.

**Solution:** Replace evening social media time with a different relaxing activity: exercising, reading a book, learning a language and set a time limit for it (for instance, 15 minutes).

You can apply this technique to all areas of your life: work, relationships, personal development etc.

## EXERCISE 1B

Identify 3 problem areas that you need solutions for. For each one, keep asking “why” questions until you get to the root cause.

## EXERCISE 2

**Sam Altman is the CEO of OpenAI and the former president of Y Combinator.**

Read his tweet below. Can you think of 3 reasons why studying AI is a useful thing to do for a teenager?

 **Sam Altman**   
@sama 

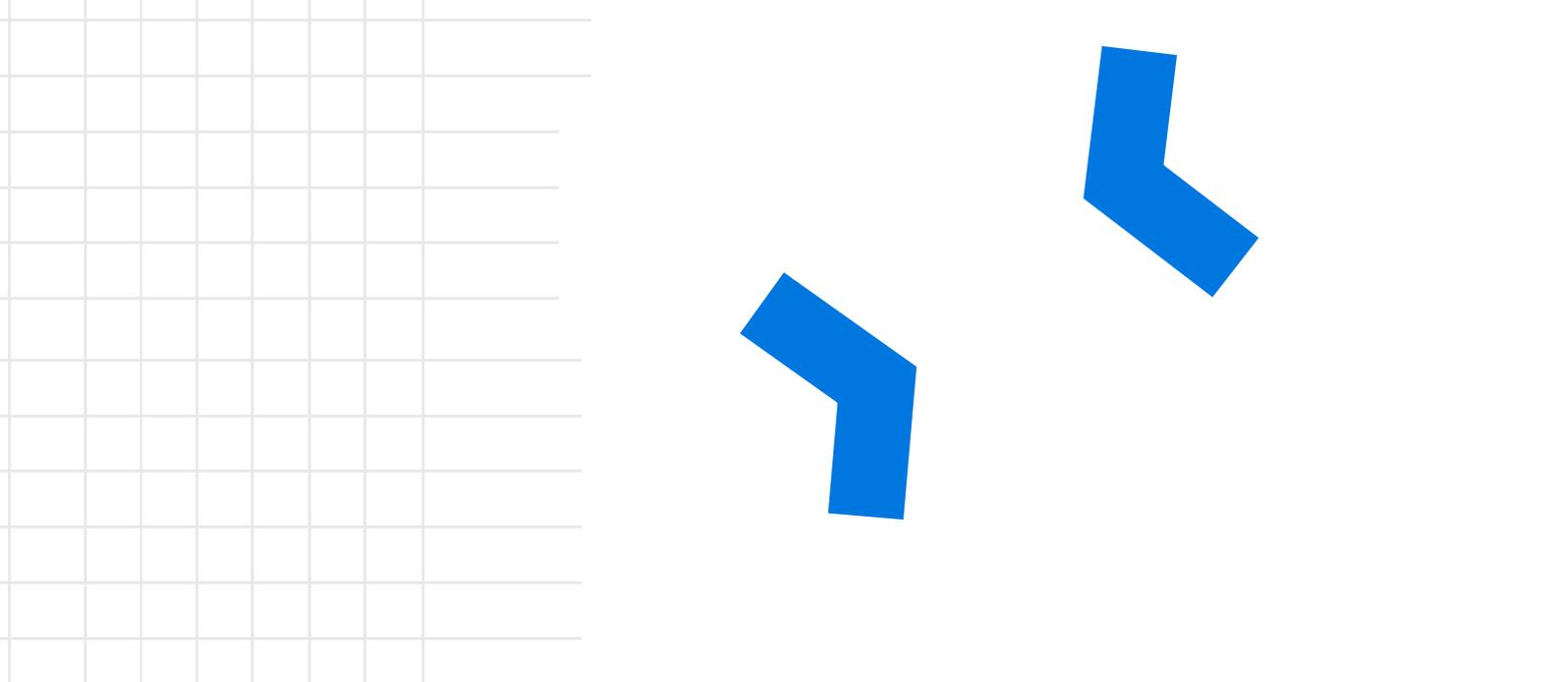
Lots of nice feedback on the OpenAI API but the best yet is from a friend's 13 year old kid:

"Is it really a computer doing this? Not a person?"  
"Yes."  
...5 seconds of silence...  
"That is the coolest thing in the entire world!"  
...10 seconds of silence...  
"I'm going to study AI"

✓

**The best yet** — the best (piece of feedback) so far.

**In the entire world** — in the whole world.



# WRITING & SOFT SKILLS

## Presenting your company or product.

### EXERCISE 1A

Read the text. What are the attributes of a good LinkedIn profile?

Your LinkedIn profile is an extension of your professional self. That's why it's definitely worth investing some of your time and effort into making sure your profile looks good and makes a positive impression.

Here are some top tips from experts:

1. Make sure you use a banner and a professional photo of yourself (well-lit, not a selfie, high resolution, headshot not a body shot)
2. Focus on communicating your skills, not your life story. Make your "About" section concise and to-the-point, focus on your key areas of expertise and a few major accomplishments.
3. Leverage keywords. LinkedIn is where recruiters look for candidates so if you want to be found, consider using the right keywords to describe your skill stack.
4. Use relevant contact information. Make sure the links to your website, portfolio, other social media etc. are active and your contact information is updated.
5. Just because LinkedIn is a network for professionals, doesn't mean you cannot show off your personality! In fact, you should do just that! Smile in your photo, use "casual" language in your "About" section etc.

Let's take a look at a well-written LinkedIn summary.



**Denys Zhadanov**  
Board Member at Readdle

**About**

Board Member at Readdle. Ex Vice President and partner at Readdle. I am passionate about technology, entrepreneurship and happiness.

Advisor, a speaker, and a connector between Ukraine and Silicon Valley.

Forbes 30 under 30, I've been quoted about app economy and marketing by major media outlets such as WSJ, The Verge, USA Today, TechCrunch, Bloomberg, Wired, TheNextWeb, FastCompany and Mashable.

Readdle aims to improve people's lives with technology. We are redefining personal productivity and shaping the "future of work" by creating best in class apps such as Scanner Pro, Calendars 5, Spark email, Documents and PDF Expert. Readdle apps were downloaded over 150 million times worldwide, won numerous awards from Apple and love from the tech industry.

### What makes it great:

- It gives a clear understanding of what the person does.
- It uses compelling language and shows the person's motivation.
- It lists major accomplishments.
- It leverages keywords (the names of media outlets, the person's company and position, the app this company has built).

## EXERCISE 1B

It's time for you to write your LinkedIn summary. Write 3 paragraphs that:

- State who you are
- State your skills
- State an interesting fact about yourself (it has to be connected to your profession) or an accomplishment (maybe you worked on a big project that is used by thousands of people, maybe you helped build a startup etc.)



Watch this interview with a LinkedIn expert to gain a deeper insight into how you can market yourself on LinkedIn.

**GO TO INTERVIEW >>**

# GLOSSARY OF TECHNICAL TERMS

**Encryption** — a method of securing data by scrambling it so that only authorized parties can understand the data by decrypting (unscrambling) it.

**Supercomputer** — extremely powerful computer with superior computing power.

**Virtual Reality** — a computer-generated simulation in which a person can interact with in an artificial three-dimensional environment using electronic devices, such as special goggles with a screen or gloves fitted with sensors.

**Augmented reality** — a technology that superimposes a computer-generated image on a user's view of the real world, thus providing a composite view.

**Artificial intelligence** — computer systems that are able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

**Early adopter** — an individual or business who uses a new product, innovation, or technology before others.

**Primary** — in UI design, a “primary” color is a color that makes most of the design as opposed to the “accent” color which is used to accentuate buttons and other call-to-actions.

**Business forecasting** — the process of predicting future developments in business based on analysis of trends in past and present data.

**Gaming (the gaming industry)** — the industry involved with development, marketing, and monetization of video games.

## **If you want a little extra practice:**

### Reading

Read the article on top 10 trending technologies. What are your thoughts on each of them?

[READ ARTICLE >>](#)

### Fun stuff

Have you used any AR apps before? Here is a list of 23 apps you might want to try. See if you find anything that's gonna blow you away!

[BROWSE AR APPS >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 3.

1. I've never heard this \_\_\_\_\_ before.  
What does it stand for?  
a) termin  
b) term  
c) thereimin
2. "Fascinating" stands for:  
a) very interesting  
b) very challenging  
c) very advanced
3. The opposite of "upside" is:  
a) oversight  
b) downside  
c) outside
4. We need to be more more strategic so that we can \_\_\_\_\_ growth.  
a) drive  
b) move  
c) push
5. Mark is a big fan of cutting-edge technology. He loves being an early \_\_\_\_\_.  
a) adopter  
b) adapter  
c) acquisition
6. That was a very productive meeting. We came \_\_\_\_\_ with a few good ideas and \_\_\_\_\_ out a couple of issues we should fix later.  
a) out; put  
b) in; fixed  
c) up; pointed
7. Are you going to try and capitalize \_\_\_\_\_ your success?  
a) in  
b) on  
c) for
8. Our sales numbers have been good this quarter. Looks like our product is \_\_\_\_\_.  
a) taking over  
b) gaining traction  
c) leveraging itself
9. If you \_\_\_\_\_ your mouse \_\_\_\_\_ this icon, what happens?  
a) move; over  
b) point; to  
c) hover; over

10. Which of the following is NOT a rude way to disagree?

- a) I think you're wrong
- b) I don't know about that
- c) it's useless to consider this idea

11. \_\_\_\_\_ watch any TV shows this weekend?

- a) are you going to
- b) you going to
- c) will you

12. I'm not sure I \_\_\_\_\_ have time for that.

- a) will
- b) going to
- c) am going to

13. I didn't know this was a problem. I \_\_\_\_\_ sure to look into it.

- a) am going to be
- b) going to be
- c) will be

14. — \_\_\_\_\_ to the store later today?

— Yes, as usual.

- a) will you go
- b) are you to going
- c) are you going to go

15. So, what \_\_\_\_\_ do about this bug?

- a) is your team will
- b) will your team
- c) is your team going to

16. She definitely \_\_\_\_\_ have time for this.

- a) won't
- b) will be going to
- c) is not going to

 **CHECK ANSWERS >>**

# LESSON 04

## TOPIC: PROGRAMMING LANGUAGES



### AGENDA: YOU WILL LEARN

**Vocabulary:**

Programming languages.

**Grammar:**

Comparative and Superlative adjectives.

**Pronunciation:**

Programming languages and technologies.

**Speaking:**

Comparing advantages and disadvantages.

**Writing & Soft skills:**

Replying to bug reports and issues.



### WARM-UP

Answer the questions.

1. Name 6 programming languages you know or have heard of. What can you use them for?
2. In your opinion, what is the fastest and most effective way to learn a programming language?



# READING

## EXERCISE 1A

Read the tweet. Do you think there is a shortage of software engineers in the modern world? Why / why not?



**Naval**  
@naval



The engineer shortage won't end until coding fluency is as common as literacy and numeracy.



**Shortage** — a situation where there is not enough of something.  
**Literacy** — ability to read and write.  
**Numeracy** — ability to use mathematics.

## EXERCISE 1B

Before you read the text, try to complete the sentences with the prepositions below. Read the text in Exercise 1C and check your answers.

up • for • on • out • at • of • to • into • in • by

1. I'm looking \_\_\_\_\_ a new job in technical recruiting.
2. You need to back \_\_\_\_\_ your opinions with facts.
3. The number of programming jobs is growing \_\_\_\_\_ the day.
4. You will need to change your work routine \_\_\_\_\_ some point.
5. I've heard that PHP is going \_\_\_\_\_ of use.
6. You have a natural talent for logical thinking that you can tap \_\_\_\_\_.
7. It is up \_\_\_\_\_ you what you decide to do.
8. She can easily take advantage \_\_\_\_\_ this situation.
9. He's an amazing coder, \_\_\_\_\_ top of being a great guy.
10. He coded the entire application \_\_\_\_\_ C++.

## EXERCISE 1C

Mark the statements True (T) or False (F).

1. The majority of web browsers are programmed in C++.
2. The number of C# jobs is 75% higher than C++ jobs.
3. PHP is famous for its elegance.
4. Python's syntax is a little complicated.
5. Java remains a viable programming language.
6. JavaScript can be used for a wide range of projects.

There are 6 programming languages that are far above the rest and there is data to [back it up](#).

To give you a detailed understanding, we are going to look at 4 major dimensions:

1. Number of jobs.
2. Number of learning resources.
3. How many people use it at work.
4. Popularity (is the language trending up or down?).

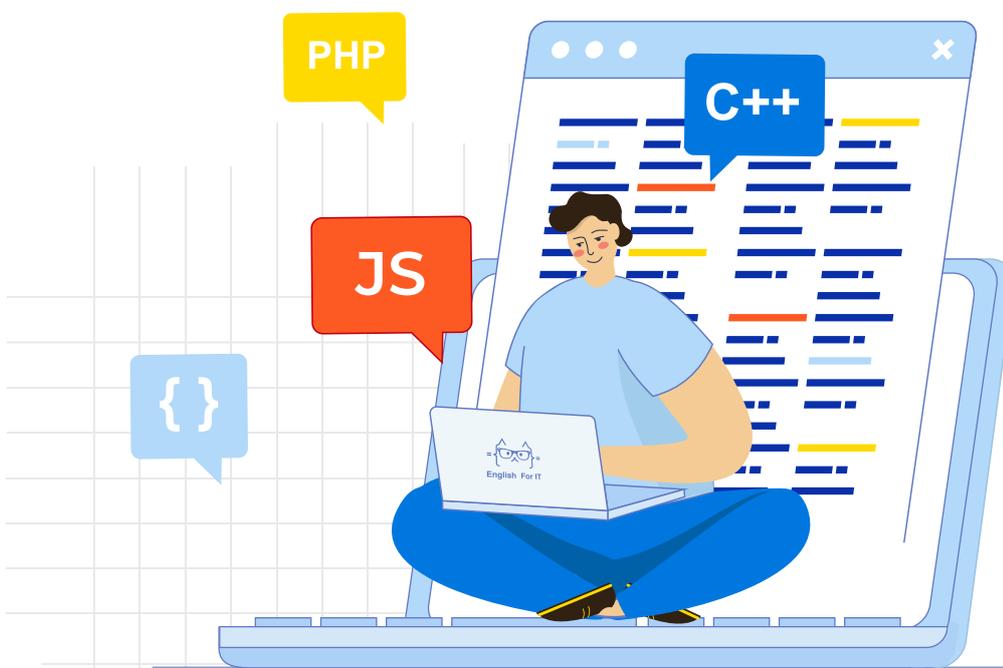
Then, we're going to give each language a score and [rank](#) them [relative](#) to each other.

[Let's jump into it!](#)



### #6 C++

C++ is the fastest performing language. If you're going to write software where every millisecond counts, then C++ is the language you're [looking for](#). Fun fact: most browsers (such as Chrome, for instance) are programmed in C++. [Overall](#), there are only 10,000 remote C++ dev jobs on Indeed (popular job search site). It also has the lowest use at 24 % of developers reporting that they [code in](#) C++ on a daily basis. But this doesn't mean that it's going to [go out of use](#) in the near future. It just means that this language is used for very specific low-level tasks.





## #5 C#

If you want to work with the Microsoft .NET framework, you're going to need C#. You can also use C# for Unity game development and a variety of other different things. C# has **double the** amount of jobs of C++ at 20,000. There's also some demand for this language on the freelance market which you can **take advantage of**. About 30% of the development community use it at work. The trend line for this language is kind of flat.



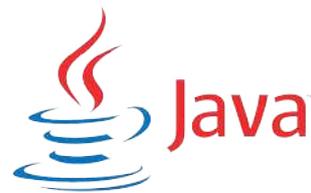
## #4 PHP

The language most developers hate. PHP is **notorious** for being a cumbersome language but honestly, it's not THAT bad. PHP is the traditional language of the web. These days, it has two big **competitors**, namely Python and JavaScript which are becoming more popular by the day. This is the major reason why PHP is declining in popularity. **That said**, this is the exact reason to learn it. Because so many people want to program in any other language other than PHP, there is a **demand** for PHP developers that you can **tap into** if you're a PHP expert.



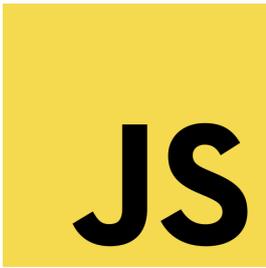
## #3 Python

Many people say that Python is the best language for beginners to learn because of its **straightforward** syntax. It's also very popular for **trendy** Machine Learning and Artificial Intelligence. 44% of people use Python at work which is really high, it's almost half of all developers. **Chances are**, you're going to have to learn Python **at some point** in your career no matter what so it's not **a waste of time** to learn it.



## #2 Java

Java is the number one choice for big **enterprise** projects. It has pretty good performance and can be effective in writing large backend applications. The main **concern** about Java is that some people say it is a dying language and there are other languages that can replace it such as Go, for example. However, so many big companies have their code written in Java, it is still worth learning today.



## #1 JavaScript

No surprise there. JS is the **go-to** language for front-end which runs in the browser. You can also use it on the backend with runtimes such as Node and Deno. Knowing JavaScript and being familiar with its ecosystem definitely opens a huge door of opportunity for you. Over 65% of developers use JS at work and the **market share** for this language **keeps growing**. **On top of that**, JavaScript is an extremely **versatile** language that can be used to program many things: from dynamic web pages to apps and video games.

Now that you have this basic overview, **it is up to you** to decide which language you want to learn this year.

 Listen to the recording of the text (track 4.1) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1D

Answer the question.

Which of these 6 languages would you be most interested in learning? Which do you already know?



**ANGLISH TIP**  
English For IT

*One thing that can really elevate your communication skills is using **connective phrases**. If you pay attention to great public speakers, you'll notice that they use a lot of such phrases to link their ideas together.*

## EXERCISE 1F

Complete the speech with connective phrases from the text.

on top of that • chances are  
that said • overall

- Can you tell me about the most interesting course you've ever taken?
- Sure. It was a web development course that I took last October. \_\_\_\_\_ I was very happy with how the course was structured. \_\_\_\_\_, there were certain parts that were very difficult and not explained in enough detail. What made this course stand out to me were the useful and practical project sections. \_\_\_\_\_, there were also plenty of quizzes and gamification features. \_\_\_\_\_, if you've ever googled "web development course", you've seen on the first page, that's how popular it is.

 Look at the glossary from the text and make sure you understand the meaning of each phrase.

<b>1. Back (something) up</b>	Support something or someone.
<b>2. Dimension</b>	An aspect or feature of a situation.
<b>3. Rank (verb)</b>	Give (someone or something) a rank or place within a grading system (rank high, rank low, rank first etc.)
<b>4. Relative</b>	Considered in relation or in proportion to something else.
<b>5. Look for (something)</b>	Try to find someone or something.
<b>6. Overall</b>	Taken as a whole; in all.
<b>7. Code / program in (a certain language)</b>	Write code in (a certain language).
<b>8. Go out of use</b>	Stop being used (the opposite of “to be in use”).
<b>9. Take advantage of</b>	Use something for your own benefit.
<b>10. Notorious</b>	Famous or well known, typically for some bad quality.
<b>11. Cumbersome</b>	Slow or complicated and therefore inefficient.
<b>12. Competitors</b>	Business rivals.
<b>13. By the day</b>	With each day.
<b>14. That said</b>	Despite what one just said.
<b>15. Demand</b>	The desire of consumers, clients, employers, etc. for a particular commodity, service, or other item.
<b>15. Straightforward</b>	Uncomplicated and easy to do or understand.
<b>16. Trendy</b>	Very fashionable or up to date.
<b>17. Chances are</b>	It is very likely that.
<b>18. At some point</b>	At an unspecified time in the future.
<b>19. A waste of time</b>	Something inefficient or unproductive.
<b>20. Enterprise</b>	A for-profit business or company.
<b>21. Concern</b>	A matter of interest or importance to someone.
<b>22. Go-to</b>	Regularly or repeatedly chosen or employed for reliably good results.
<b>23. Market share</b>	The portion of a market controlled by a particular company or product.
<b>24. Keep (growing)</b>	Continue (to grow) constantly.
<b>25. On top of that</b>	In addition to that.
<b>26. Versatile</b>	Having many applications.
<b>27. It is up to you</b>	It depends on what you decide.

# GRAMMAR

## Comparatives & Superlatives



### EXERCISE 1A

Read the text. What does the choice of highlighted words depend on?

The struggle between Apple and Android seems infinite. However, these days you really can't go wrong with either platform. Each one has advantages over the other, and each one is loved by a huge portion of its user base.

According to data shared by Apple CEO Tim Cook, Android users switch to the iPhone **more often than** iPhone users bail on Apple's platform.

On the other hand, the latest figures from StatCounter show that not only is Android used **by more** people **than** iOS, but it's also challenging Windows to be **the most used** OS in the world (for internet access, at least).

Let's do a quick comparison:

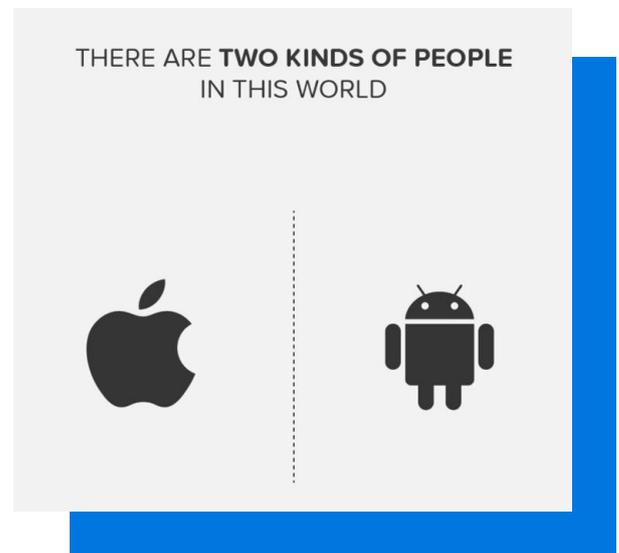
#### APPLE

##### Pros:

- generally good support;
- fewer worries of malware due to the curated app store.

##### Cons:

- walled-garden ecosystem;
- fewer opportunities for customization.



#### ANDROID

##### Pros:

- easier to customize;
- wider choice of phones.

##### Cons:

- higher chance of malware;
- less reliable support.



Review the rules and do Exercise 1B.

## COMPARATIVE ADJECTIVES

### EXAMPLES:

- Android smartphones **are easier to customize than** Apple smartphones.
- Apple smartphones have **more reliable support than** Android smartphones.

### RULE:

- To make a comparison we use the ending **-er** after short adjectives (or less + adjective).
- In long adjective, we add **“more/less”** before the adjective.

#### Short adjectives

High + er = higher  
 Easy + ier = easier  
 Big + ger = bigger  
 Wide + r = wider  
 Less + high  
 Less + easy

#### Long adjectives

More/less + reliable



## EXERCISE 1B

Sort the adjectives below into two columns.

important • significant • healthy • strong • difficult • satisfied  
 cold • clean • early

**+ er**

**+ more**

E.g. more important



Review the rules and do Exercise 1C.

## SUPERLATIVE ADJECTIVES

### EXAMPLES:

- Windows is **the most common** OS in the world.
- This is **the greatest phone** I've ever owned.

### RULE:

- To make a superlative, we use the ending **-est** after short adjectives (or the least + adjective). We also normally add "the" before the adjective.
- In long adjectives, we add "**the most / the least**" before the adjective.

#### Short adjectives

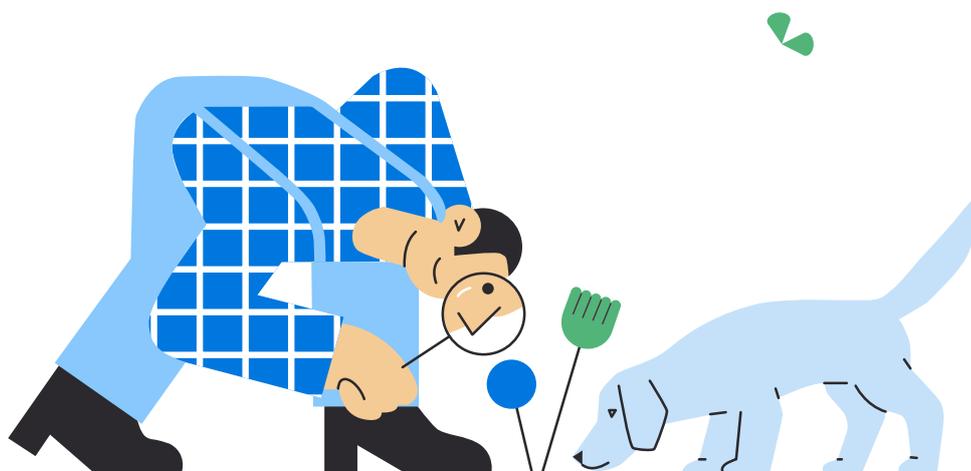
The + great + est = the greatest  
 The + big + est = the biggest  
 The + wide + est = the widest  
 The least great  
 The least wide

#### Long adjectives

The most common  
 The most popular  
 The most difficult  
 The least important  
 The least supported

**NB:** Some adjectives have a special comparatives & superlatives form.

Adjective	Comparative	Superlative
Good	Better	The best
Bad	Worse	The worst
Far	Farther / further	The farthest / the furthest
Much	More	The most
Little	Less	The least





## EXERCISE 1C

Sort the adjectives below into two columns.

Important • low • cumbersome • famous • new • amazing • smart • long

+ est	The most +
	E.g. the most important



## EXERCISE 2A

Choose the correct option.

1. Can you recommend a **safer/more safe** alternative?
2. I would agree to have a **lower-paid/more low-paid** job, if that meant I could spend more time with my family and friends.
3. Leonardo DiCaprio finally got the award for **better/best** actor in the leading role.
4. This is **more elegant/the most elegant** code I have ever seen.
5. The meeting today was awful. I think this is **more boring/the most boring** presentation I have ever had to sit through.
6. This is the **baddest/the worst** coffee I've had in my life.
7. Unfortunately, we cannot afford this. It seems like we have to look for a more **cheap/cheaper** option.



## EXERCISE 2B

Use the right form to complete the sentence.

1. The \_\_\_\_\_ (close) people get to their deadlines, the \_\_\_\_\_ (nervous) they become.
2. She is by far \_\_\_\_\_ (good) developer in the company.
3. English is \_\_\_\_\_ (little) difficult than Japanese.
4. My PC runs \_\_\_\_\_ (fast) than yours.
5. He is \_\_\_\_\_ (experienced) person in our team.
6. This is \_\_\_\_\_ (exciting) task I have ever had.
7. Generally, Android smartphones are \_\_\_\_\_ (expensive) than Apple smartphones.
8. Iphone is possibly \_\_\_\_\_ (profitable) product in modern history.





## EXERCISE 3

Make comparative sentences using the words in brackets. Write the sentences down.

Discuss your answers with a peer (or just expand on each topic by adding 2-3 more sentences of your own).

*E.g. Cats are friendlier than dogs (friendly).*

- Cats vs. Dogs (good pets)
- iOS vs. Android (secure)
- Analog clocks vs. Digital clocks (reliable)
- Vim vs Emacs (easy to use)
- Tea vs. Coffee (bitter)
- Adidas vs. Nike (comfortable)
- MacOS vs. Windows (powerful)
- The US vs the UK (big)
- Glasses vs. Contact lenses (trendy)
- Big companies vs Startups (interesting to work at)

There is no one correct way to do this exercise.



## EXERCISE 4

Read the tweet.

Think of 2-3 recently developed software tools. How have they helped businesses and individuals?



Aaron Levie ✓  
@levie



The promise that software would make companies quicker, flatter, more collaborative, and connected was a distant reality for decades. Now that we're all working in the cloud, this vision is finally happening. And with it we'll see new era of enterprise software.



**Flat organization** — an organization with few or no levels of middle management.

**Decade** — a period of 10 years.



# PRONUNCIATION

## Programming languages and related terms

### EXERCISE 1

Listen to the audio (track 4.2) and practice saying the following words.



[Open in Google Drive](#)

- |                               |                     |              |
|-------------------------------|---------------------|--------------|
| 1. Programming language       | 6. Compile          | 11. HTML     |
| 2. Object-oriented (language) | 7. Python           | 12. CSS      |
| 3. Interpreted (language)     | 8. Java             | 13. Terminal |
| 4. Paradigm                   | 9. JavaScript or JS | 14. iOS      |
| 5. Merge                      | 10. PHP             | 15. Android  |

# SPEAKING & SOFT SKILLS

### EXERCISE 1

Compare two programming languages of your choice. Consider their advantages and disadvantages and answer the following questions.

1. Which language is more popular / more widely used?
2. Which language is more versatile (meaning one is more multi-purpose)?
3. Which language is older?
4. Which one is easier to learn for a beginner?
5. Which language is less complex?
6. Which kinds of projects are these two languages more appropriate for?

If you're interested in improving your English through speaking practice with a native speaker, then Lean Coffee Speaking Club might be just what you're looking for!

**JOIN SPEAKING CLUB >>**

# WRITING & SOFT SKILLS

When communicating with a customer regarding an issue they're experiencing, you want to make sure that you do these 3 things:

1. Ask clarifying questions instead of assuming what the person meant.
2. Acknowledge that you have received their message even if you don't have a ready solution.
3. Be positive, polite and assure the customer you're taking the right next steps.

## EXERCISE 1A

Listen to the audio (track 4.3) and complete the sentences with the missing words.



[Open in Google Drive](#)

- a) Hi! Our team is currently \_\_\_\_\_ your issue. We'll \_\_\_\_\_ as soon as we can.
- b) Can you please reach out to our customer support \_\_\_\_\_ customer-support.com so that they can take a look into this?
- c) Thanks for \_\_\_\_\_ this issue! We're working on a solution.
- d) Try \_\_\_\_\_ your OS. This \_\_\_\_\_ fix the issue.
- e) \_\_\_\_\_ that your laptop is connected to power during the update.
- f) Please let us know if the issue \_\_\_\_\_.
- g) We might need a bit more time to troubleshoot the issue in more detail. We'll let you know as soon as we \_\_\_\_\_ fix it.
- h) Thanks for the feedback! That would be a pretty \_\_\_\_\_ feature to have. Something like that isn't on our current \_\_\_\_\_ but we'd be happy to explore this idea in the future.
- i) Could you \_\_\_\_\_ provide a screenshot of the issue? I'm afraid, I'm not entirely \_\_\_\_\_ on what it is from the description.

## Ab EXERCISE 1B

Match the sentences from Exercise 1A (a-i) to the situations (1-4).

1. Recommendation.
2. Reacting to a feature suggestion.
3. Clarification.
4. Acknowledging an issue that's been reported.



### ANGLISH TIP

@anenglish\_

Use "should" when you talk about **expected behaviors** (like in d) and "make sure" / "be sure" or "please check that" when you are giving instructions (like in e).

## EXERCISE 2

Write 3 messages to the client or customer based on the following scenarios.

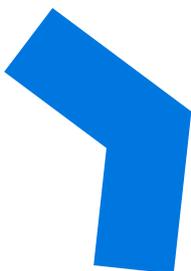
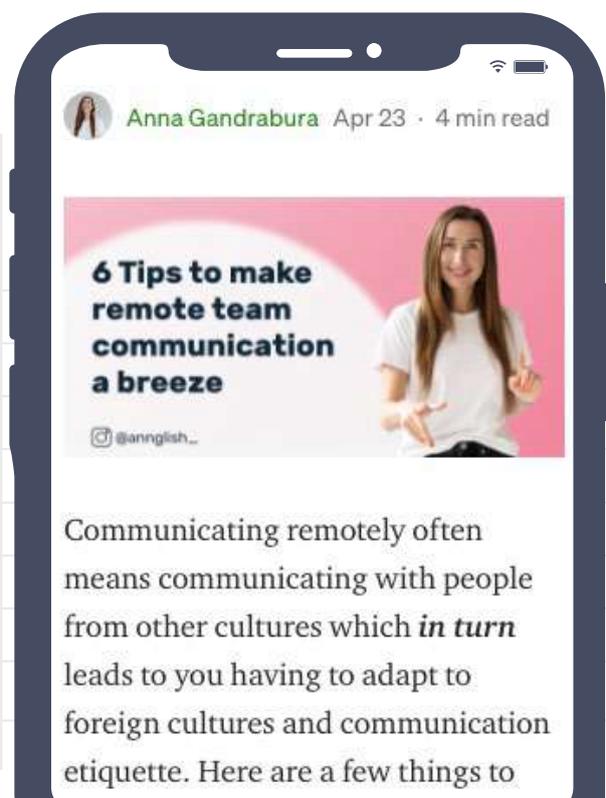
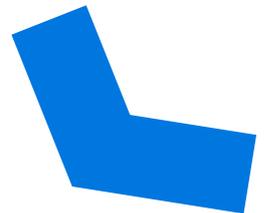
1. The client has reported an issue. Say how you're planning to fix or what the client can do to fix it themselves.
2. You receive customer feedback regarding a feature they want your product to have.
3. A client reports an issue but some key details are missing.

## Ab EXERCISE 3

Check out Anna's article on remote communication.

Write out 5 new phrases you've learned from it and try to use them in your own sentences

[GO TO ARTICLE >>](#)



# GLOSSARY OF TECHNICAL TERMS

**Low-level programming language** — a programming language that provides little or no abstraction from a computer's instruction set architecture. In other words, a language that is "closer to the metal".

**Runtime environment** — the environment in which a program or application is executed.

**Object-oriented programming (OOP)** — a programming paradigm based on the concept of "objects", which can contain data and code.

**Interpreted languages** — programming languages which are generally interpreted, without compiling a program into machine instructions (as opposed to compiled languages).

**Terminal** — a device at which a user enters data or commands for a computer system and which displays the received output.

**Merge** — combine two or more data sets into a single data set.

**Compile** — convert (a program) into a machine-code or lower-level form in which the program can be executed.

**OS** — Operating System (the low-level software that supports a computer's basic functions, such as scheduling tasks and controlling peripherals).

## **If you want a little extra practice:**

### Video

Check out the original video on which the reading text is based here:

[WATCH VIDEO >>](#)

### Video

Check out a video ranking different programming languages:

[WATCH VIDEO >>](#)

### Fun stuff

If you want to put your coding skills to the test, check out these two resources:

[CODEWARS >>](#)

[LEETCODE >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 4.

1. This app is written \_\_\_\_\_ C#
  - a) on
  - b) by
  - c) in
2. She couldn't take advantage \_\_\_\_\_ that opportunity because she wasn't ready.
  - a) about
  - b) of
  - c) for
3. Why does their website \_\_\_\_\_ so high on Google?
  - a) rank
  - b) range
  - c) rise
4. He's \_\_\_\_\_ for being terrible at his job.
  - a) famous
  - b) notorious
  - c) transparent
5. I don't want to learn that language because it's \_\_\_\_\_ .
  - a) a waste of time
  - b) wasting of time
  - c) time waste
6. "Cumbersome" is an opposite of:
  - a) large
  - b) convenient
  - c) unified
7. \_\_\_\_\_ , I had a good time working at that company so I can't really complain.
  - a) at all
  - b) firstly
  - c) overall
8. We're already working on two big projects and \_\_\_\_\_ we're planning to develop our own mobile app.
  - a) that said
  - b) on top of that
  - c) chances are
9. I know Brian. \_\_\_\_\_ he won't be interested in that offer because he hates travelling.
  - a) chances are
  - b) on top of that
  - c) at some point
10. Is this better or is it \_\_\_\_\_ ?
  - a) less good
  - b) worsen
  - c) worse

11. You're really good at drawing, you should really \_\_\_\_\_ this talent that you have.
- a) tap into
  - b) point out
  - c) back up
12. This was \_\_\_\_\_ experience of my life.
- a) best
  - b) the more better
  - c) the best
13. What's \_\_\_\_\_ : Game of Thrones or Lord of the Rings?
- a) the most interesting
  - b) the more interesting
  - c) more interesting
14. I'm not happy with my job, I'm looking for \_\_\_\_\_ one.
- a) more better
  - b) a better
  - c) better
15. His job is \_\_\_\_\_ yours.
- a) more hard than
  - b) harder than
  - c) harder as
16. He's the \_\_\_\_\_ candidate for this position. He has none of the required skills.
- a) the less fitting
  - b) the more fitting
  - c) the least fitting

 **CHECK ANSWERS >>**

# REVISION

(UNITS 3-4)



## VOCABULARY

### ■ PART 1.

Complete the phrasal verbs with a preposition.

1. We can tap \_\_\_\_\_ this pain point to help us market the product.
2. Thank you for pointing \_\_\_\_\_ this issue to me. I was not aware of it.
3. I took \_\_\_\_\_ his duties as the Technical Lead of that project.
4. He came \_\_\_\_\_ with this idea all by himself.
5. Hover your camera \_\_\_\_\_ the timetable.
6. This app was written \_\_\_\_\_ C#.

### ■ PART 2.

Change the highlighted words to mean the opposite.

For example: He **underestimated** his abilities — He **overestimated** his abilities.

1. This is a very **high-skilled** job.
2. The methods are now **out of use**.
3. This technology has a significant **upside**.
4. They are using extremely **obsolete** ways of accomplishing their tasks.
5. From my perspective, Machine Learning is a **very boring** area.
6. Our **secondary** objective is to gain traction on social media.



# GRAMMAR

## ■ PART 1.

Rephrase the following sentences so that they use either Future Simple or To be going to.

*For example: I promise not to do it again — (I promise) I won't do it again.*

1. I made a decision to go on vacation in two weeks from now.
2. Sarah has a plan of moving to Norway.
3. I think there's a probability for them to lose the game.
4. Can you promise to call me when you land?
5. They **have** made up their mind about this weekend. They want to go fishing.

## ■ PART 2.

Complete with the right form of comparatives or superlatives.

1. I think Jenny's portfolio looks \_\_\_\_\_ (good) than Tim's. But Tim has done \_\_\_\_\_ (many) projects out of all the candidates.
2. C++ is a \_\_\_\_\_ (complex) language to learn than C#. If you want to work in Unity, C# is definitely \_\_\_\_\_ (good) language for that.
3. Lisp has \_\_\_\_\_ (cumbersome) syntax I've ever seen. Coding in Ruby is a lot \_\_\_\_\_ (easy) for me.
4. \_\_\_\_\_ (old) book that I own was printed in 1966.
5. Virtual reality is \_\_\_\_\_ (trendy) technology right now.
6. I thought that course was a bit outdated. That said, there were a couple of lessons that gave me a \_\_\_\_\_ (detailed) understanding of the basic concepts than other courses did.
7. Thanks for clearing it up for me. Now, I'd like to address an even \_\_\_\_\_ (big) concern.

# SOFT SKILLS

Paraphrase the sentences below so that they're more polite using the words in parentheses.

1. Update your OS. That can fix the issue (Try).
2. I don't have an answer right now. I will talk to you later (Get back to...).
3. I don't understand what you said about the requirements (Not clear).
4. What's the status of that bug? We haven't fixed it yet (Not manage).
5. Let me know if the issue is still now fixed (Persist).

## 🔑 CHECK ANSWERS >>

# LESSON 05

TOPIC: VERSION CONTROL AND HOSTING PLATFORMS

## AGENDA: YOU WILL LEARN

### Vocabulary:

Version control systems and hosting platforms: Git, GitHub, GitLab&BitBucket.

### Grammar:

Quantifiers.

### Pronunciation:

Top commonly mispronounced tech words.

### Speaking & Soft skills:

Talking about famous open source projects.

### Writing & Soft skills:

Handling negotiations at work.

## WARM-UP

Answer the questions.

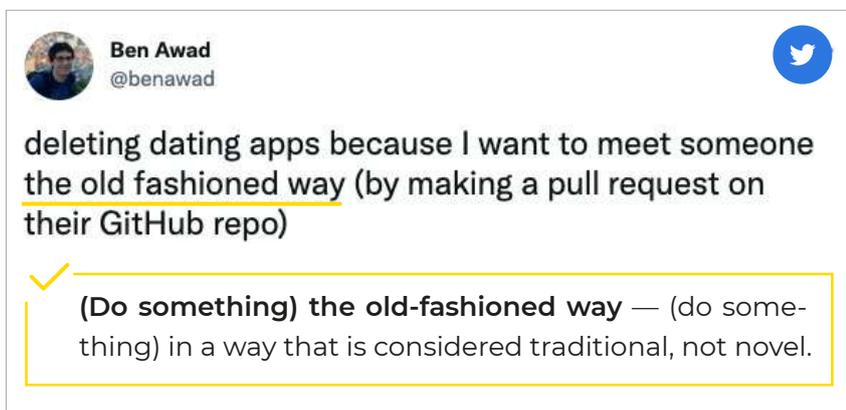
1. What is the difference between Git and Github?

2. Have you ever maintained or contributed to an open source project? What was that experience like? / What do you think that experience would be like?

# READING

## EXERCISE 1A

Read the tweet. Can you explain the terminology used in it (“pull request”, “repo”)?



Ben Awad  
@benawad

deleting dating apps because I want to meet someone the old fashioned way (by making a pull request on their GitHub repo)

✓ (Do something) the old-fashioned way — (do something) in a way that is considered traditional, not novel.



## EXERCISE 1B

Read the text and find words that mean:

1. Be informed about
2. Ability to be hired
3. Make a process faster or more efficient
4. Go through a complex procedure
5. Achieve or obtain through work
6. Make (something) easier
7. Improve to its maximum potential
8. Display
9. Study / explore something in-depth
10. Divide into smaller parts



If you've ever worked on a huge project or contributed to an open-source project you've most likely used Git. As you may know, Git is a version control system that **facilitates** code revisions and **streamlines** development processes. Novices sometimes confuse Git with GitHub but they're not the same thing. While Git is a tool to manage your source code, GitHub is a hosting service that helps you store your repositories (or repos) and show off your projects to other developers. With Git you can also **keep track of** all the changes you've made to your code and push commits when you're done working on a particular feature.

Let's **dive into** the advantages of Git and GitHub and what it allows you to do:

1. GitHub brings you closer to the community. Having a GitHub profile and actively contributing to open source projects improves your **hireability** and lets you **showcase** your work to your fellow developers and get feedback from them.

2. Git **optimizes** development time. When working on a big project you can **break it down** into several branches and then fold the branch you're done working on into the master branch. This way you can start deploying new features and making them immediately accessible to the consumer without having to finish the whole project.
3. Git facilitates collaboration. Before Git was created developers had to **jump through hoops** to **earn** the right to contribute to an open-source project. This typically meant they had to contact the author of the project in person and prove to them they were qualified enough to make contributions. Now, developers can simply fork an existing repo and as soon as they feel like sharing the results of their work, create a pull request and let the authors of the original repo know that they've just made an improvement to their project. Developers can also easily pull from each other and merge their code independently.





## EXERCISE 2A

Read the text about alternatives to Github and complete it with the words from the box.

built-in • suited • suite • in fact • pricing • up to

GitHub is a popular tool that developers flock to to host their open source projects. But is it the only player in the space? \_\_\_\_\_, there are a few GitHub alternatives out there that have their own strong advantages. Here are a few of them:

### 1. BITBUCKET

Advantages over GitHub:

- More \_\_\_\_\_ flexibility.
- Better \_\_\_\_\_. BitBucket is absolutely free for \_\_\_\_\_ 5 users.
- Better integration with the Atlassian \_\_\_\_\_ of products including Jira and Trello.

### 2. GITLAB

Advantages over GitHub:

- GitLab has in-built functionality to track bugs and fix them online.
- Better \_\_\_\_\_ for DevOps purposes and handling Continuous delivery and integration.
- Has a CLI user experience.

 Listen to the recording of the text (**track 5.1**) and check your pronunciation.



[Open in Google Drive](#)



## EXERCISE 2B

Come up with your own 6 sentences for each phrase from the box in exercise 2A.



# GRAMMAR

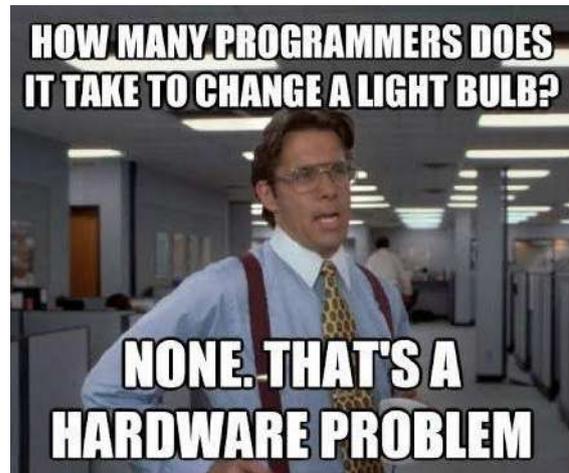
## Quantifiers

### EXERCISE 1

Read the text. Can you spot any difference between “a few” and “a little”?

Here are **a few** tips to follow if you want to land the job of your dreams:

1. Understanding whether you can do the job means being familiar with the technology, the company, the industry, and the position. It invariably involves **some** research – find **a little** time for it.
2. Remember — there are **many** things you can be appreciated for. When you begin looking for the right organization, you should think about the experience you already have, including both basic technical experience and the specific projects where you applied it.
3. Do not be shy if the interviewer is trying to get **a little** more information out of you. There are **few** hiring managers who will give you the job if you seem socially incompetent.
4. To boost your confidence, think about the fact that most hiring managers were not trained as interviewers and have **little** if **any** experience in interviewing people. Usually, they see it as a distraction to the task at hand and don't spend **much** time preparing for it.



### EXERCISE 2

Read the tip and do the task below.

Quantifiers are words that describe quantity. We use different quantifiers depending on whether the word is countable (we can count the number of items) or uncountable.

**Pro tip:** if you can use the word in the plural form (e.g. person - people), this means the word is countable.

**Decide whether the words below are countable or uncountable. If the word is countable, put it in the plural form.**

- job
- technology
- company
- industry
- position
- research
- time
- organization
- feedback
- project
- manager
- information
- confidence
- distraction
- work

## Cheatsheet of uncountable words

Review the list of common uncountable words if you need a refresher.

**GO TO CHEATSHEET >>**

Now, review the rules and do the grammar exercises.

COUNTABLE	UNCOUNTABLE
Many (problems) A lot of	Much (work) A lot of
Few = not enough <i>We have few people left</i>	Little = not enough <i>We have little money left</i>
A few = a couple <i>I've used BitBucket a few times</i>	A little = some amount <i>I have a little experience with that</i>
<b>AFFIRMATIVE SENTENCES</b>	
Some <i>I have some experience in this field</i>	
<b>NEGATIVE SENTENCES</b>	
Any <i>I don't have any issues with that</i>	

- Some and any can be used with both countable and uncountable nouns.
- In questions, both some and any are possible depending on the nuance in tone:
  - *Do you have some ideas? (I know you probably have some ideas you want to share)*
  - *Do you have any ideas? (I really need ideas, any ideas)*



## AN ENGLISH TIP

@anna\_gandrabura

Native speakers often make an intentional grammar mistake and use “less” with countable nouns instead of “fewer”: less people, less problems etc. This is acceptable in informal speech.



## EXERCISE 3

Choose the best option.

1. Alan hasn't fixed **any/some** bugs yet.
2. There isn't **many/much** time before the meeting starts.
3. We can give you **a little/a few** minutes if you need it.
4. The code really needs **a little/a few** more improvements.
5. I really don't want **some/any** information at all about this issue.
6. Jim has **some/any** ideas to share with us.
7. There isn't **any/some** coffee left.
8. We eat **many/much** sweet things.
9. Can you give me **some/an** advice?



## EXERCISE 4

Choose the correct option.

1. I've got very **little/very few** free time now.
2. Very **few/little** people can cope with this task.
3. It's nice to spend **few/a few** minutes in bed in the morning before the alarm rings.
4. I'd like to spend **a little/little** more time discussing this, if you don't mind.
5. There were very **few/little** people in the office last night.
6. He has **little/few** patience for lazy people.
7. There's **a little/little** information about it available online. Do you know anyone who could help me?
8. Unfortunately, **a few/few** people in our office remember to wash their cups as they leave.
9. Do you have **a little/little** time?



## EXERCISE 5

Complete the sentence with a quantifier, then answer the questions (1-5).

1. Are there \_\_\_\_\_ TV shows you really like?
2. How \_\_\_\_\_ time do you spend working per day?
3. Do you ever feel like you have \_\_\_\_\_ time to do what you want?
4. Can you speak \_\_\_\_\_ languages besides English?
5. How \_\_\_\_\_ interesting projects have you done in your career?

# PRONUNCIATION

## EXERCISE 1A

Sort the words below into three columns.

One-syllable words (e.g. "part")	Stress falls on the first syllable (e.g. "coffee")	Stress falls on the second syllable (e.g. "retain")

- Control
- Software
- Separate (adjective)
- Branches
- Processes
- Repository (repo)
- Maintain
- Efforts
- Git
- Aspects
- Conflict
- Suite
- Content
- Platform
- Model
- Access
- Edit
- Modern
- Integrate

## EXERCISE 1B

Listen to the audio (track 5.2) and practice saying the words above paying special attention to the stress.



[Open in Google Drive](#)



# SPEAKING & SOFT SKILLS

## EXERCISE 1

Role-play the following scenarios with a partner (or record your speech as a monologue).

1. You're going to suggest an improvement to an existing work process and ask for feedback.
2. You're going to give feedback to a colleague on the idea they have. Point out things that your colleague might have missed or failed to take into account.

## EXERCISE 2

Research the 4 software products below and describe what they are.

Do you use them at work? What sort of tasks are they suited for? Do you know any other famous open source projects? What are they?

There is a lot of open source software (software projects that anyone can freely contribute to) that is widely used by professionals. Here are a few examples of such software products:



Whether it comes to open source development or learning English, community is very important. English For IT has its own [Telegram community](#) of English language learners and tech professionals that you can join for free! [Drop by and say hello!](#)

[JOIN COMMUNITY >>](#)

# WRITING & SOFT SKILLS

## EXERCISE 1A

Read the dialogues (1-3) and create your own sentences with the useful expressions from each one.

### DIALOGUE 1.

#### Talking about current and recent tasks

- Hi Alan! I'm just checking in with you regarding the status of the backend bug your team started to work on yesterday
- Hi John! It seems that the bug is a lot more serious than we originally thought. We've tracked it down to a data architecture issue that we're not yet sure how to tackle. I was thinking of setting up an all-hands meeting between tech teams and trying to work out a solution. What are your thoughts on that?
- Can you set it up today? We have to make sure this bug is fixed by our next sprint.
- Absolutely. I will keep you posted on the progress.
- Sounds good. Please be sure to get back to me by the end of the day.

### DIALOGUE 2.

#### Saying what you think & clarifying

- I have an idea. I think it would be better if we applied Flexbox globally.
- I'm not sure I got your point. Could you elaborate?

- Sure. My point is that we should consider using CSS Flexbox for the entire project because that will make positioning elements a lot easier and save us time on rewrites.
- I see now. I have no objections to this but I think you should check with Elaine first and see what she thinks.
- Do you mean our head of UX?
- Yes, she's also an expert on CSS so she might have some insights or questions.
- I'll do that, thanks!

### DIALOGUE 3.

#### Handling negotiations

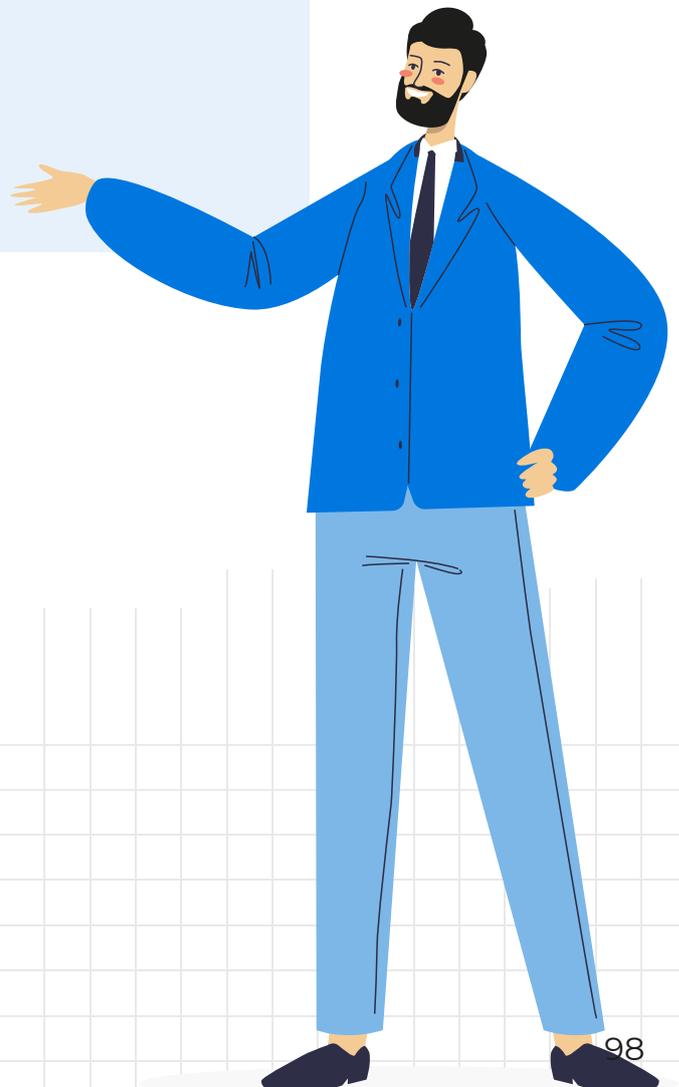
- I'd like to implement another weekly meeting on Wednesday. What are your thoughts?
- I don't see the relevance of that to be honest. I know that check-ins are important but I'd like to point out that they don't have to be done in-person. They could just be sent via email. Plus, we also need to take into account the fact that most of us are located in different time zones so it's going to be hard to find a time that would work for everyone.
- Thanks for the feedback, I appreciate it. Can we circle back to this topic at our next team meeting? Would you be ok with sharing your thoughts there?
- I would, absolutely.

## EXERCISE 1B

Use the useful expressions from the dialogues in the sentences of your own. Write one sentence for each phrase.

### USEFUL PHRASES

- I'm just **checking in with** you regarding....
- I'll **get back to** you as soon as I can
- I'd love to know **your thoughts on**...
- **It seems that** / it appears (for bad news or issues)
- **Keep me in the loop** / Keep me posted
- **My point is**.../ The point I'm trying to make...
- I think **it would be better if** ...(we did Xyz) because...
- Here's why I think we should do... (Xyz)
- I think we should **consider**...(doing something)
- **Do you mean**...?
- I'm not sure I **got your point. Could you elaborate?**
- **I'd like to point out** that (an important fact)
- I'll consider it / **I'll take it into account**
- I don't **see the relevance / importance of** (something)
- Can we **circle back to** that?
- **Would you be ok with**...?



# GLOSSARY OF TECHNICAL TERMS

**Repository (repo)** — a location in which data is stored and managed.

**Fork** — split (a process) into two or more independent processes.

**Pull request** — a method of submitting contributions to an open development project

**Suite** — a set of programs with a uniform design and the ability to share data

**CLI (command line interface)** — a text-based user interface (UI) used to view and manage computer files (as opposed to Graphic User Interface which is icon-based)

**Version control (or source control)** — the practice of tracking and managing changes to software code.

**Atlassian** — an Australian enterprise software company that develops products for software developers, project managers, and content management.

**Jira** — a software application developed by Atlassian used for issue tracking and project management.

**Trello** — a collaboration tool that organizes your projects into boards, also managed by Atlassian.

## **If you want a little extra practice:**

### Video

Check out this youtube video on whether or not you should open source your startup:

[WATCH VIDEO >>](#)

### Fun stuff

What do you do when you're having problems with your favorite server? This website gives you up-to-date analytics regarding outages.

[DOWNDETECTOR >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 5.

1. As a Project Manager, my job is to \_\_\_\_\_ communication within the team.  
a) facilitate  
b) keep track  
c) showcase
2. You need to create a portfolio so that you can \_\_\_\_\_ your work to other people.  
a) optimize  
b) showcase  
c) streamline
3. We have decided to \_\_\_\_\_ lead generation by creating an AI-powered marketing campaign.  
a) break down  
b) streamline  
c) dive into
4. Can I see your \_\_\_\_\_ options?  
a) pricing  
b) built-in  
c) suited
5. Make sure to add your GitHub link to your resume, otherwise it will hurt your \_\_\_\_\_.  
a) hiring  
b) hireability  
c) recruiting
6. "Up to 200 people visit our blog everyday" means that:  
a) at least 200 people visit the blog  
b) around 200 people visit the blog  
c) 200 is the highest number of people that visit the blog.
7. This app allows you to easily \_\_\_\_\_ track of your paperwork.  
a) hold  
b) see  
c) keep
8. Learning this skill will help you increase your \_\_\_\_\_ potential.  
a) earning  
b) money  
c) making
9. Choose the option where the stress falls on the first syllable:  
a) content, software, model  
b) service, maintain, objective  
c) control, aspect, comfort
10. I have \_\_\_\_\_ news for you.  
a) some  
b) a  
c) a few

11. We still have \_\_\_\_\_ time. It should be enough to meet the deadline.

- a) little
- b) a little
- c) a few

12. I met him \_\_\_\_\_ months ago.

- a) a few
- b) few
- c) any

13. I don't have \_\_\_\_\_ questions for now.

- a) some
- b) little
- c) any

14. I have \_\_\_\_\_ experience in this area, I'm not sure I can tackle this task on my own.

- a) a little
- b) a few
- c) little

15. It \_\_\_\_\_ that there is an issue with metadata storage.

- a) looks
- b) seems
- c) is supposed

16. Thanks for clearing this issue up for me! I'll keep you \_\_\_\_\_ on the progress.

- a) informing
- b) posted/informed
- c) pinged

 **CHECK ANSWERS >>**

# LESSON 06

## TOPIC: QA TESTING

### AGENDA: YOU WILL LEARN

#### Vocabulary:

QA testing and writing bug reports.

#### Grammar:

Passive voice.

#### Pronunciation:

Commonly mispronounced tech words.

#### Speaking & Soft skills:

The STAR technique.

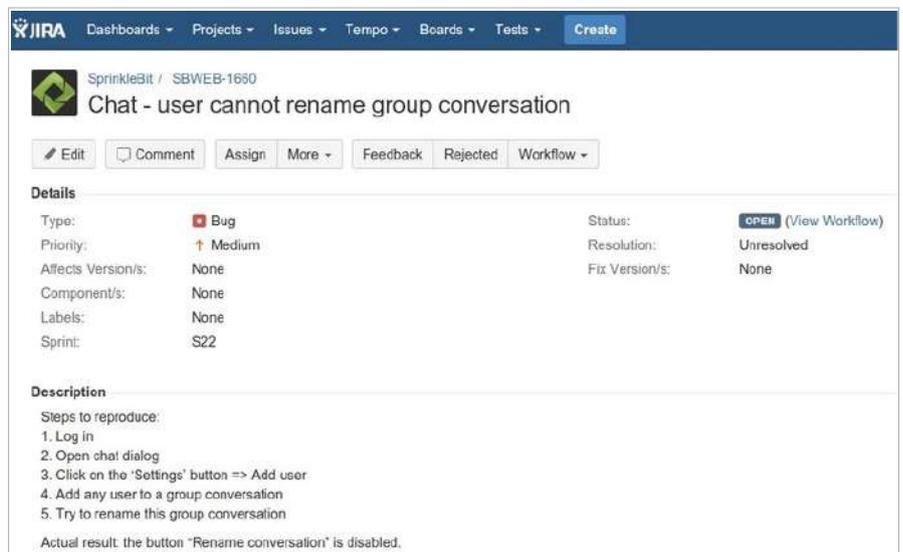
#### Writing & Soft skills:

Writing a bug report.



### WARM-UP

Describe what you see in the image. What is it? What elements does it consist of?



The screenshot shows a JIRA issue page for a bug report. The issue title is "Chat - user cannot rename group conversation". The status is "OPEN (View Workflow)". The priority is "Medium". The description includes steps to reproduce the issue: 1. Log in, 2. Open chat dialog, 3. Click on the 'Settings' button => Add user, 4. Add any user to a group conversation, 5. Try to rename this group conversation. The actual result is that the "Rename conversation" button is disabled.

Field	Value	Field	Value
Type:	Bug	Status:	OPEN (View Workflow)
Priority:	Medium	Resolution:	Unresolved
Affects Version/s:	None	Fix Version/s:	None
Component/s:	None		
Labels:	None		
Sprint:	S22		

# READING

## EXERCISE 1A

Read the tweet. What do you think of this “new hire”? Do you think it’s worth doing something like that?



**robinkim.eth**  
@swaglord\_420



the first thing our new hire did was fix a bug that's been bugging him forever as a user prior to joining.

he then breathed a sigh of relief and submitted his two weeks' notice. wtf??

3:14 AM · Mar 31, 2021 · Twitter Web App

✓

**New hire** — a person who just joined the company.  
**To bug** — to annoy.  
**To breathe a sigh of relief** — to feel extremely relieved and peaceful.  
**Two weeks' notice** — a resignation letter that lets the company know you're quitting in two weeks.  
**Wtf** — what the fuck?

## EXERCISE 1B

Read the first paragraph and answer the questions from it.

## EXERCISE 1C

Read the rest of the text and select the topics that the text mentions.

1. How to become a QA engineer.
2. How to write a bug ticket.
3. The difference between different types of testing.
4. The importance of clear communication and prioritization.

Think about the last time you were testing a product before the final release. Did everything go smoothly? Did you manage to fix all the bugs before the deadline? Was the release date postponed?

The funny thing about the testing process is that a lot of setbacks that happen during it can be attributed to nontechnical reasons. Today we're gonna talk about software testing pitfalls that can be avoided with the help of effective communication.

The first problem is writing unclear tickets that do not adequately describe the problem you are facing.

The best tickets include:

- a very clear problem statement
- steps to reproduce the problem, as well as a description of the hardware used to replicate the problem
- a screenshot (if applicable)
- clickable URLs, and not just a screenshot

A good example of a well-formed ticket looks something like this:

*"Users running Firefox report that the webpage appears garbled. We have managed to replicate the problem running Firefox version 70.0 and have attached a screenshot as well as the relevant URL to this ticket"*

The second issue might be that you don't really know what to test for. Typically you just don't have time to test your product on all Operating Systems in all browsers with all of its functionality and UI standards so you need to be good at compromising and setting up the right expectations upfront. To make things easier for you, consider outlining the key categories which you should test, for instance, configuration, performance etc. Apart from the scope of testing it is also helpful to define your key deliverables, testing objectives and time constraints. This will help you write clearer test cases. Speaking of test cases, a good rule of thumb to keep in mind is not to include too many steps in them. Having over 8 steps in your test case makes things confusing and is more likely to cause someone to fail to execute a task.

Keep all of your communication lines organized. If you are swamped with requests and bug reports, keeping a strategy that can help you store and prioritize all the incoming messages is essential. Ideally, you want to keep all of your important communication in one place to not allow any messages to slip through the cracks.

🔊 Listen to the recording of the text (track 6.1) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1D

Complete the sentences with the highlighted phrases from the text.

1. I'm \_\_\_\_\_ a very difficult problem.
2. I haven't managed to \_\_\_\_\_ this issue in my browser.
3. We had to \_\_\_\_\_ the project release date because there were a few critical bugs we needed to fix.
4. Everything went \_\_\_\_\_ and we didn't experience any unexpected \_\_\_\_\_.
5. The client is experiencing an issue where text appears \_\_\_\_\_ on some of the slides. Does anyone know how to fix this?
6. Is this a link? It's not \_\_\_\_\_.
7. We got \_\_\_\_\_ with tasks and a couple things \_\_\_\_\_ unfortunately.
8. We can start working on the project upon receipt of full \_\_\_\_\_ payment.
9. We got \_\_\_\_\_ 200 requests: 208 to be exact.
10. I have \_\_\_\_\_ to mention something very important when we started the meeting so I'm going to mention it now.
11. Despite our time and budget \_\_\_\_\_, we have managed to clarify our \_\_\_\_\_ and create all \_\_\_\_\_ features.
12. A classic \_\_\_\_\_ for effective meetings is to \_\_\_\_\_ the agenda before diving into the details.

 Review the glossary from the text and make sure you understand the meaning of each phrase.

1. Go smoothly	Go easily, without any problems.
2. Postpone	Delay, set to a later time.
3. Pitfall	Hidden danger
4. Face (something)	Deal with (something).
5. Reproduce	Repeat or replicate.
6. Clickable	Able to be clicked.
7. Garbled	Distorted, not working properly.
8. Upfront	In advance, without waiting for anything else to happen.
9. Outline	Describe the most important details.
10. Key	Crucial, very important.
11. Constraints	Limitations.
12. Deliverables	Results you need to provide.
13. Rule of thumb	Practical advice that works in all cases.
14. Over	More than.
15. Fail to	Not manage (to do something).
16. Swamped with	Overloaded/overwhelmed with something.
17. Slip through the cracks	Overlook, miss something important.

## EXERCISE 2A

Match the QA terms to their definitions.

- |                        |   |
|------------------------|---|
| 1. Smoke testing       | a) A bug that is uncommon for users to encounter  |
| 2. Acceptance criteria | b) A set of predefined requirements that must be met in order to mark a user story complete (Agile concept)   |
| 3. Regression testing  | c) A part of a test scenario which describes an action performed on a system to determine if it satisfies software requirements and functions correctly |
| 4. Test case           | d) A type of software testing to confirm that a recent program or code change has not adversely affected existing features                              |
| 5. Edge case           | c) A type of software testing that determines whether the deployed build is stable or not   |

## EXERCISE 2B

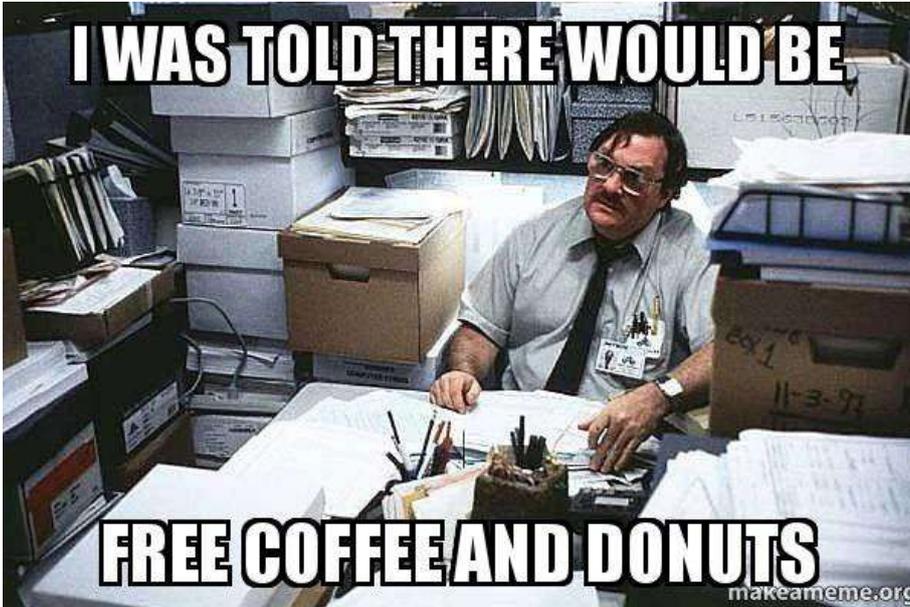
Match the QA terms from 2A to the situations.

- a) You run a test to see if all the buttons on a webpage are working.
- b) A UI issue occurs when the user checks all available checkboxes while viewing the web page in the Safari browser.
- c) When the user is on the pricing page, they should be able to choose between three different pricing options or click the “book a free consultation” button which will take them to a contact form.
- d) Check customer login with invalid password.
- e) You run tests to determine if a reported login bug has been fixed.



# GRAMMAR

## Passive Voice



### EXERCISE 1A

Read the text. What does the choice of highlighted words depend on?

According to BrightEdge, smartphones and tablets are responsible for 57% of all US online traffic. But, using apps takes 89% of the time consumers spend on their mobile devices, and just 11% **is spent** in a browser. BrightEdge also indicates that brands with which users have had a positive mobile experience **will be recommended** in 69% of cases. These are just a few noteworthy mobile usage statistics – many more **have been compiled by** Blue Corona.

Most businesses today have a traditional website. Traditional websites **were built** for desktop computers with large screens.

Screens for most mobile devices are a fraction of the size of a regular monitor and this impacts many design points. Usually, in mobile-friendly websites, everything **is simplified** (navigation menus, smaller pictures, form elements, etc.) so they **can be handled** the same way across all electronic devices. “Responsive websites,” **are created** to automatically adjust to the end user’s electronic device, browser, and settings, while optimizing the overall user experience. A responsive website **can be defined** as a mobile-friendly website – but it keeps more of the look-n-feel UI/UX of a traditional website.



## EXERCISE 1B



Look at the examples again and complete the rules.

- The passive voice is formed with the verb \_\_\_\_\_ and the past participle.
- To say who or what performs the action, we use the preposition \_\_\_\_\_.
- We use passive when we want to say:
  - a) What something or someone does
  - b) What happens to something or someone

	Present Simple	Past Simple	Future Simple	Present Perfect	Modal verbs
To be + past participle	I <b>am asked</b> this question all the time.	I <b>was offered</b> a job.	The bug <b>will be reported</b> .	The requests <b>have been made</b> .	This <b>can be done</b> .
	The app <b>is updated</b> .	The design <b>was accepted</b> .	The users <b>will be redirected</b> to that page.	The issue <b>has been resolved</b> .	The bug <b>should be fixed</b> .
	The meetings <b>are postponed</b> .	The test cases <b>were written</b> .			The changes <b>might be required</b> .



## EXERCISE 2

Talk about the following.

1. Name 2 Big Tech companies that are based in the US. What are they known for?
2. Talk about the best piece of advice you have ever been given.
3. Think about 2 new products or inventions that can be created in the near future.





## EXERCISE 3A

Choose the best option.

1. The first ever VCR (Video Camera Recorder), which **is made/was made** in 1956, was the size of a piano.
2. The 30th of November **is known/was known** as "Computer Security Day".
3. Sir Isaac Newton underneath a tree **is featured/was featured** on the very first Apple logo.
4. In 1994, the company who had a patent on GIFs tried to charge a fee for using GIFS. The PNG **was invented/is invented** as an alternative, and the company backed down.
5. The grass at Google HQ **isn't mowed/haven't mowed**. It is eaten by goats.
6. Bill Gates house **designs/was designed** on a Macintosh Computer.
7. CD's **is read/are read** from the inside to the outside edge, which is the opposite of how vinyl records work.



## EXERCISE 3B

Put the verb in the correct passive form.

1. Ninety percent of text messages **(read)** within three minutes of being delivered.
2. The electric chair **(invent)** by a dentist named Alfred Southwick.
3. The Apple II had a hard drive of only 5 megabytes when it **(launch)** in June 1977.
4. If you **(follow)** by million or more people on Twitter, you can be called a Twillionaire.
5. Hewlett Packard, Microsoft, as well as Apple, have one not so obvious thing in common – they **(start)** in a garage.
6. Two hundred and twenty million tons of old computers and other technology devices **(trash)** in the United States each year.
7. On average, 2.9 devices **(carry)** on users at all times.



## EXERCISE 4

Change the Active structures into Passive.

*Example: Surgeons who grew up playing video games **make 37% fewer mistakes.** → **37% fewer mistakes are made by surgeons** who grew up playing video games.*

1. Doug Engelbart created the very first wooden computer mouse in 1964.
2. In June 1983, Apple released Lisa, its first commercial computer.
3. Amazon now sells more Ebooks than printed books.
4. Google added Klingon as a language option in 2002.
5. People make over 35 billion Google searches every month.
6. Someone sent the first commercial text message in December 1992.
7. On eBay, people make around \$680 worth of transactions every second.

# PRONUNCIATION

## Commonly mispronounced tech words

### 🔊 <sup>a</sup><sub>c</sub> EXERCISE 1

Listen to the audio recording (track 6.2) and practice saying the following words.



[Open in Google Drive](#)

- Technology
- Algorithm
- Argument
- Assignment
- Comment
- Crash
- Launch
- Execute
- Merge
- Interpreter
- Iteration
- Procedure
- Server
- Variable

# SPEAKING & SOFT SKILLS

### 📖 EXERCISE 1A

Read about the STAR technique, paying attention to the highlighted phrases.

### STAR TECHNIQUE

STAR stands for:

- Situation
- Task
- Action
- Result



### ANGLISH TIP

English For IT

What is the **STAR** technique?

*It's a technique of answering questions about your past experience. It is most commonly used to answer **behavioral interview questions** but can also **come in handy** when you have to explain what you did to solve an issue, give an update on the progress, ask someone to help you solve a certain problem etc.*

Here is an example. Software developer Sally explains how she overcame an obstacle during one of her recent projects:

## SITUATION

During my last project we had to find a way **to streamline our process** to meet a deadline.

## TASK

Our clients changed the requirements and we needed to develop a **workaround** so that we could implement all the features on time.

## ACTION

**First**, we held a brainstorming session where we generated ideas on how we can work faster. **At this point**, we decided to switch to a different language which all of us could understand. **Then**, I suggested implementing some code walkthroughs and pair programming techniques. **Finally**, I recommended some cost-effective tools we could use to help us increase our productivity.

## RESULT

**In the end**, we managed to meet the deadline and our app was published on the App store within the following two weeks.

## EXERCISE 1B

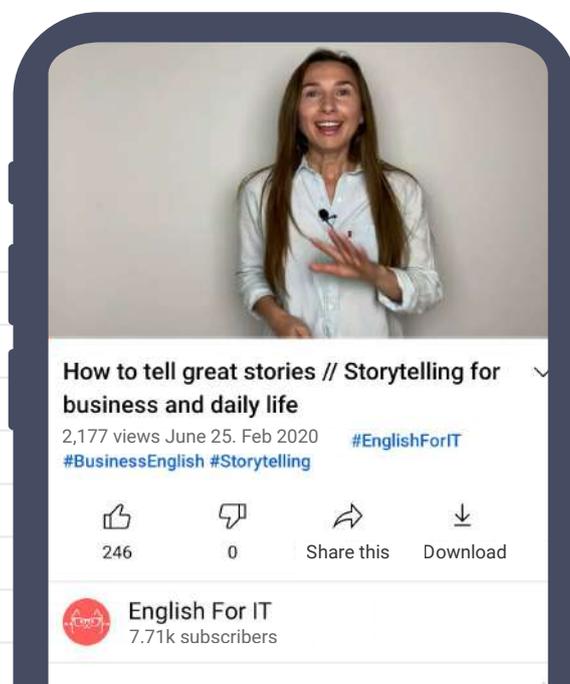
Talk about the last time something didn't go according to the plan in your project using the STAR technique.

Make sure to answer the questions:

- What went wrong?
- What pitfalls or problems did you come across?
- How did you manage to solve the problem?

Learn more useful phrases for storytelling and business communication from this video.

**GO TO VIDEO >>**



# WRITING & SOFT SKILLS

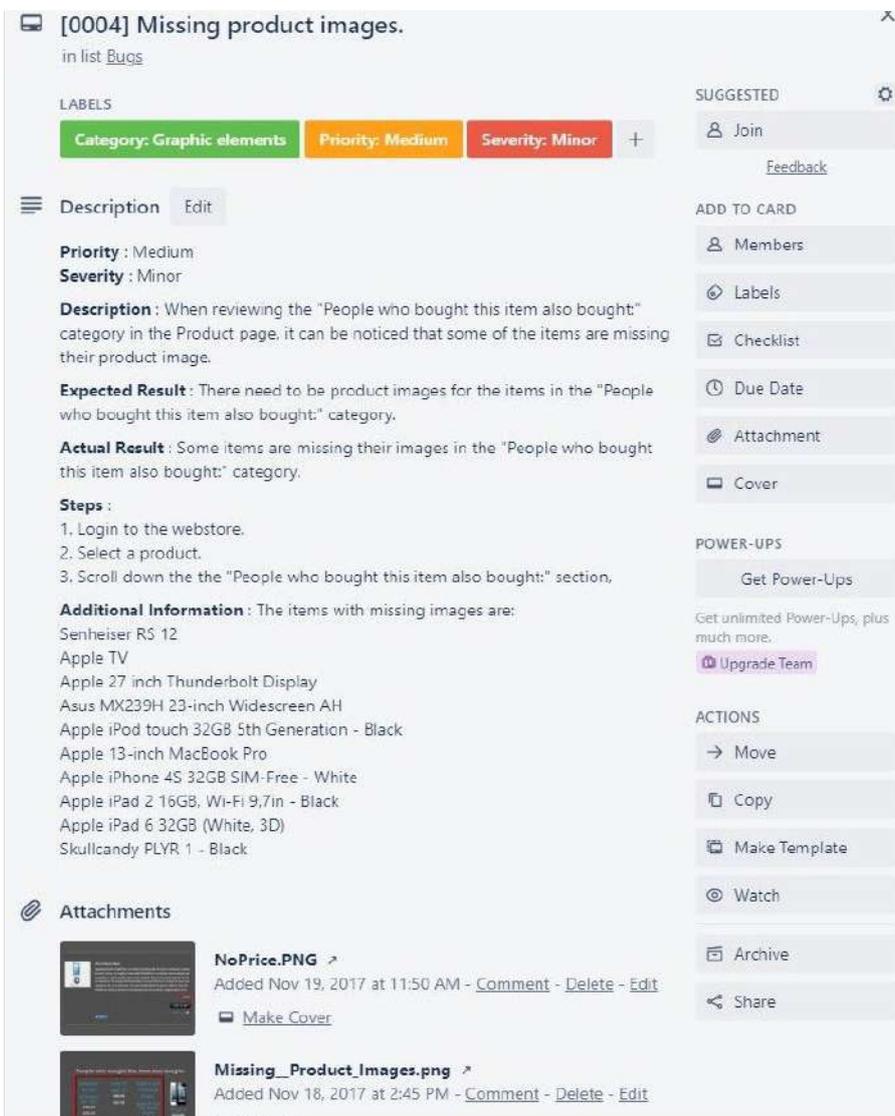
## EXERCISE 1A

Read the text and prepare to write your own bug report.

## WRITING A BUG REPORT

Look at the example of a good bug report. What makes it good? It's concise but doesn't miss any key details and contains all the necessary elements of a proper bug report namely:

1. Title / summary  
(missing product images)
2. Severity/Priority
3. Description
4. Expected Result
5. Actual Result
6. Steps to reproduce
7. Environment
8. Visual Proof  
(screenshots, videos, text)



[0004] Missing product images.  
in list Bugs

LABELS  
Category: Graphic elements Priority: Medium Severity: Minor +

SUGGESTED  
Join  
Feedback

ADD TO CARD  
Members  
Labels  
Checklist  
Due Date  
Attachment  
Cover

POWER-UPS  
Get Power-Ups  
Get unlimited Power-Ups, plus much more.  
Upgrade Team

ACTIONS  
Move  
Copy  
Make Template  
Watch  
Archive  
Share

Description Edit

Priority: Medium  
Severity: Minor

Description: When reviewing the "People who bought this item also bought" category in the Product page, it can be noticed that some of the items are missing their product image.

Expected Result: There need to be product images for the items in the "People who bought this item also bought:" category.

Actual Result: Some items are missing their images in the "People who bought this item also bought:" category.

Steps:

1. Login to the webstore.
2. Select a product.
3. Scroll down the the "People who bought this item also bought:" section.

Additional Information: The items with missing images are:  
Senheiser RS 12  
Apple TV  
Apple 27 inch Thunderbolt Display  
Asus MX239H 23-inch Widescreen AH  
Apple iPod touch 32GB 5th Generation - Black  
Apple 13-inch MacBook Pro  
Apple iPhone 4S 32GB SIM-Free - White  
Apple iPad 2 16GB, Wi-Fi 9.7in - Black  
Apple iPad 6 32GB (White, 3D)  
Skullcandy PLYR 1 - Black

Attachments

NoPrice.PNG  
Added Nov 19, 2017 at 11:50 AM - Comment - Delete - Edit  
Make Cover

Missing\_Product\_Images.png  
Added Nov 18, 2017 at 2:45 PM - Comment - Delete - Edit

Let's take a closer look at each section of a bug report.

## SUMMARY (TITLE)

The goal of a summary is to make the report **searchable** and uniquely **identifiable**. Think of it as a subject line for emails: be specific enough to provide a complete description of the problem **in a nutshell**.

**Bad:** Bug.

**Good:** Error 5C79 when confirming request.

**Tip:** "when + gerund" is a handy grammar construction for describing processes happening under a certain condition e.g. user unable to log in when using a mobile device.

## DESCRIPTION

The goal of a description is to provide a concise (1-2 sentences) overview of the bug itself.

A good description lets the reader understand what the actual issue is and how **severe** it is.

**Example 1:** The headline text size and color on the pricing page don't match the original designs.

**Example 2:** Products don't get added to the cart after the user clicks the 'add' button on product overview webpage.

**Tip:** Stick to Present Simple when writing bug descriptions.

## EXPECTED RESULT

In other words, this is a description of the proper behavior that should happen if the bug is fixed.

**Example 1:** New email notification should be displayed right on the email arrival.

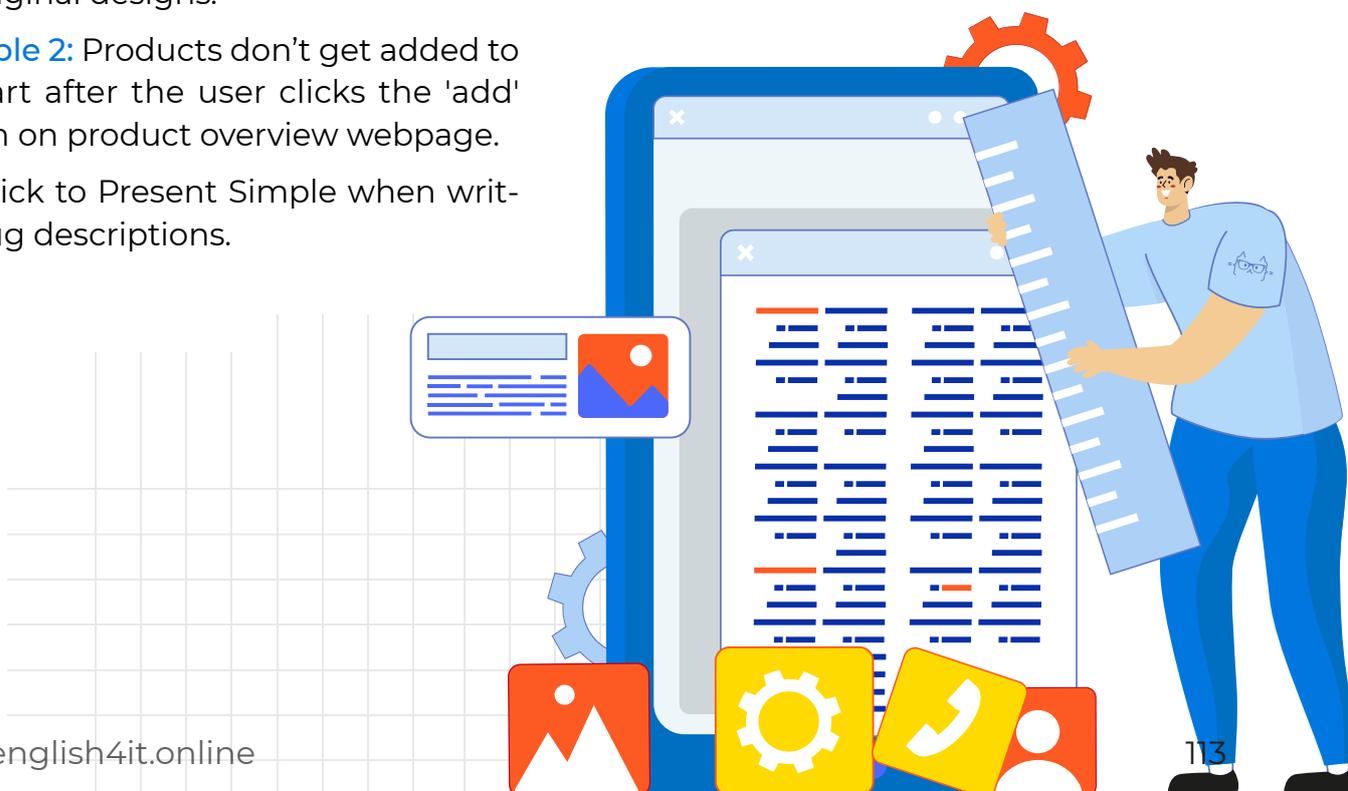
**Example 2:** .jpeg format is supported and message is sent with empty "No Subject".

**Tip:** We tend to use passive voice constructions to describe expected results. Typically it's either should + be (past participle) or is/are + past participle.

## ACTUAL RESULT

A description of the current "buggy" behavior.

**Tip:** for the sake of convenience, it is possible to omit the "to be" part in passive voice ("not shown" instead of "is not shown") and articles where they can be implied (an error is displayed — error displayed).



## STEPS TO REPRODUCE

This part is straightforward but not always easy. You have to make sure you lay out the steps in an easy-to-follow way so that the developer can easily reproduce the bug on their end.

1. Launch App > Messages > New Message.
2. Enter recipient and message but leave "Subject" blank.
3. Tap Attach > Image and choose ABC.jpeg (attached to report)
4. Tap Send

**Tips:** double check your repro steps once you've written them to make sure you haven't left out any important details.

Last but not least, after you're done with the steps to reproduce, include the environment setup and configuration information, such as OS, system build and platform etc.

Include any additional information such as URL, crash data, regression range etc.

Attach all relevant files (screenshots, screen recording etc.)

## EXERCISE 1B

**It's time for you to write a bug report of your own! It can be an actual bug you've observed or a fictional bug you've made up.**

Make sure to include:

1. Summary
2. Severity/Priority
3. Description
4. Expected Result
5. Actual Result
6. Steps to reproduce
7. Environment
8. Additional information

## EXERCISE 2

**Read the article on important soft skills and note down 7 new phrases you've learned from it. Use them in your own sentences.**

**READ THE ARTICLE >>**



# GLOSSARY OF TECHNICAL TERMS

**Setback** — something that happens that delays or prevents a process from developing.

**URL (Uniform Resource Locator)** — an address that shows where a particular page can be found on the World Wide Web.

**Bug report** — something that stores all information needed to document, report and fix problems occurred in software or on a website.

**Run (a test)** — perform (a test).

**Bug** — an error in a computer program or system.

**Feature** — a unit of functionality of a software system.

**Agile software development** — a set of practices intended to improve the effectiveness of software development professionals, teams, and organizations.

**User story** — an informal, natural language description of features of a software system written from the perspective of an end user.

**Argument** — a value that is passed between programs, subroutines or functions

**Iteration** — a process where a set of instructions or structures are repeated in a sequence a specified number of times or until a condition is met.

## **If you want a little extra practice:**

Glossary of QA terms:

[VIEW GLOSSARY >>](#)

Fun stuff

Do you have a website that needs to be checked for issues? Try using an online checker like this one.

[ONLINE CHECKER >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 6.

1. I \_\_\_\_\_ a difficult choice.
  - a) faced with
  - b) was faced
  - c) faced
2. The synonym for “very busy” is:
  - a) swamped
  - b) garbled
  - c) outlined
3. The synonym of “in advance” is:
  - a) constrained
  - b) upfront
  - c) downside
4. — Were there any with the release?  
— No, everything went \_\_\_\_\_?
  - a) upfront
  - b) smoothly
  - c) roughly
5. The opposite of “manage to” is:
  - a) outline
  - b) fail to
  - c) postpone
6. His tests covered everything, even the \_\_\_\_\_ cases.
  - a) far
  - b) rare
  - c) edge
7. There’s a good rule of \_\_\_\_\_ you can follow in this case.
  - a) thumb
  - b) toe
  - c) finger
8. This is a complex problem but I’m going to try to explain it to you \_\_\_\_\_.
  - a) in a nutshell
  - b) in an eggshell
  - c) in the upfront
9. Choose the option where “ch” is NOT pronounced as “k”:
  - a) technical
  - b) archive
  - c) chapter
10. She \_\_\_\_\_ to complete this task.
  - a) will asked
  - b) is be asked
  - c) will be asked

11. I \_\_\_\_\_ you could help me.

- a) told
- b) was told
- c) have be told

12. The patch \_\_\_\_\_.

- a) has been deployed
- b) has deployed
- c) has deploying

13. Rob \_\_\_\_\_ in the office.

- a) has needed
- b) needed
- c) is needed

14. An error \_\_\_\_\_ .

- a) has been occurred
- b) was occurred
- c) has occurred

15. Finally, my teammates \_\_\_\_\_ to go with my idea.

- a) have been decided
- b) are decided
- c) decided

16. The rest of the updates \_\_\_\_\_ next month.

- a) will finish
- b) will be finished
- c) is finishing

 **CHECK ANSWERS >>**

# REVISION

(UNITS 5-6)

## VOCABULARY

### ■ PART 1.

Match the synonyms.

- |               |                |
|---------------|----------------|
| 1. Facilitate | a) Overwhelmed |
| 2. Optimize   | b) Improve     |
| 3. Break down | c) Separate    |
| 4. Face       | d) Deal with   |
| 5. Postpone   | e) Reproduce   |
| 6. Replicate  | f) In advance  |
| 7. Upfront    | g) More than   |
| 8. Over       | h) Distorted   |
| 9. Swamped    | i) Simplify    |
| 10. Garbled   | j) Delay       |

### ■ PART 2.

Complete the sentences with the right idiom.

Keep track of • Goes smoothly  
Slip through the cracks  
Jump through hoops • Rule of thumb

1. You shouldn't allow any messages to \_\_\_\_\_ . Failure to give a timely response may result in unhappy customers.
2. I love this app because it allows me to \_\_\_\_\_ my fitness goals.
3. The general \_\_\_\_\_ is to answer business emails within 24 hours.
4. The application process was very simple. I didn't have to \_\_\_\_\_ just to get an interview.
5. If everything \_\_\_\_\_ , we'll be able to publish the app by September.

# GRAMMAR

## ■ PART 1.

Are the sentences correct or wrong?  
Correct the ones that are wrong.

1. The car is needed to be repainted.
2. I have a few friends who work in marketing.
3. I remember very little from that trip
4. I have many work to do.
5. The money already spent.
6. The app will updated soon.
7. Do you know any British person named Ryan?
8. All she needs is little help from you.

## ■ PART 2.

Choose the right option.

1. I have **a little/a quick** question.
2. I have **some feedback/feedbacks** for you.
3. The equipment **has been bought/were bought**.
4. This **can't be/can't to be** done!
5. I don't have **much comment/many comments**.
6. She **will be asked/will asked** to participate again.
7. We need to update our pricing information **little/a little**.
8. I like to listen to podcasts. Right now, I'm listening to **few/a few** great podcasts on iTunes.

# SOFT SKILLS

Complete the sentences using the prompts.

1. I will k \_\_\_\_ you p \_\_\_\_ on future updates.
2. There are a few more things we need to t \_\_\_\_ i \_\_\_\_ a \_\_\_\_ before we start.
3. I don't know if I can answer this question. Can I g \_\_\_\_ b \_\_\_\_ to you later?
4. We'll c \_\_\_\_ b \_\_\_\_ to that discussion next week.
5. It s \_\_\_\_ that we don't have all the necessary specifications for the projects.
6. C \_\_\_\_ you e \_\_\_\_ on that idea you mentioned earlier?
7. W \_\_\_\_ you be o \_\_\_\_ with catching our new designer up to speed with the project?

## 🔑 CHECK ANSWERS >>

# LESSON 07

## TOPIC: FRAMEWORKS FOR SOFTWARE DEVELOPMENT



### AGENDA: YOU WILL LEARN

**Vocabulary:**

Software development frameworks.

**Grammar:**

Modal verbs of obligation.

**Pronunciation:**

Software terms.

**Speaking & Soft skills:**

Daily scrum meetings.

**Writing & Soft skills:**

Follow-up email.

  **WARM-UP 1**

Answer the questions.

1. How do you **go about** completing a project? What framework and methodologies do you use?
2. Is it Scrum, Agile or Kanban or a combination of all?

**TRANSITIVE** (go about something) **to start dealing with a problem, situation, or job in a particular way**

*I think I'd go about it quite differently.*

**go about doing something:** *How did you go about finding a job?*



## WARM-UP 2

Read the tweet. Have you ever tried to do what Jack is suggesting?



**Jack Altman** @jaltma · 5h  
Schedule time on your calendar to sit and think. It's almost certainly a more valuable use of your time than most of the meetings you have scheduled.

7 20 180

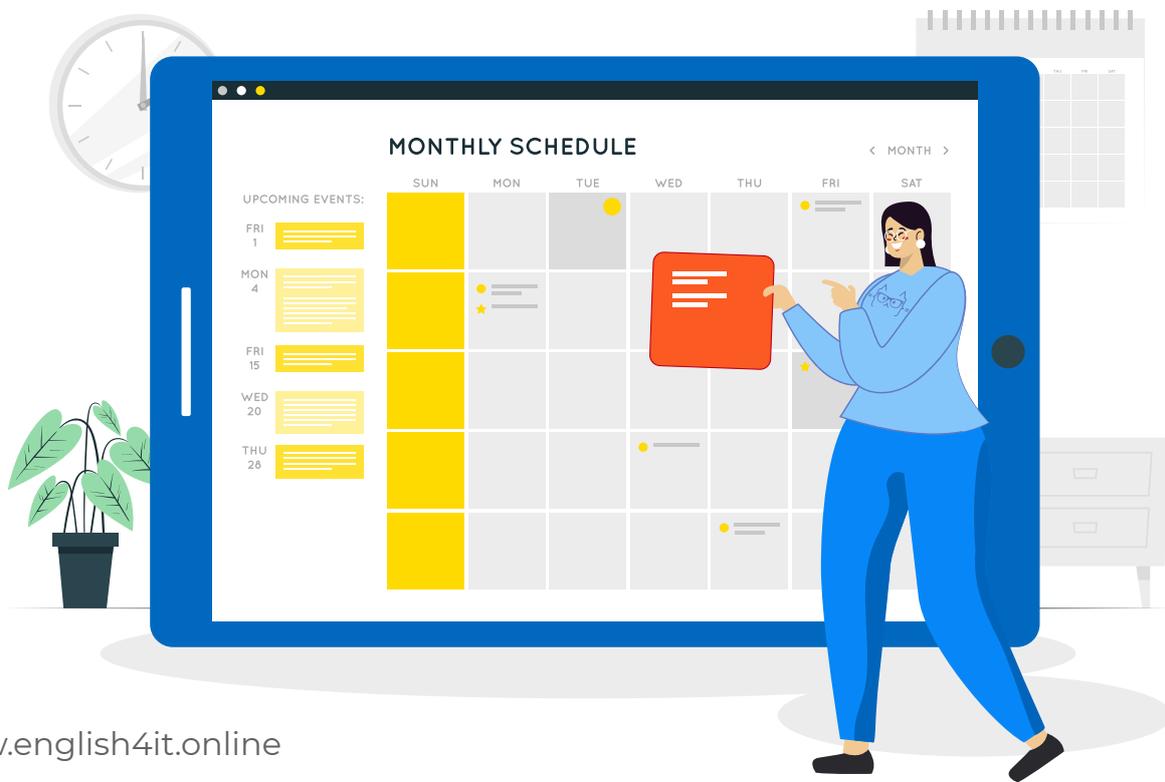
**Anna Gandrabura** @anna\_gandrab... · 1m ...  
Nothing time is the time when you are the most creative. Very important for ideation.

✓

**A valuable use of time** — a good way to use time.  
**Ideation** — formation of ideas.  
**Schedule time** — book time / set aside a time slot.

## WARM-UP 3

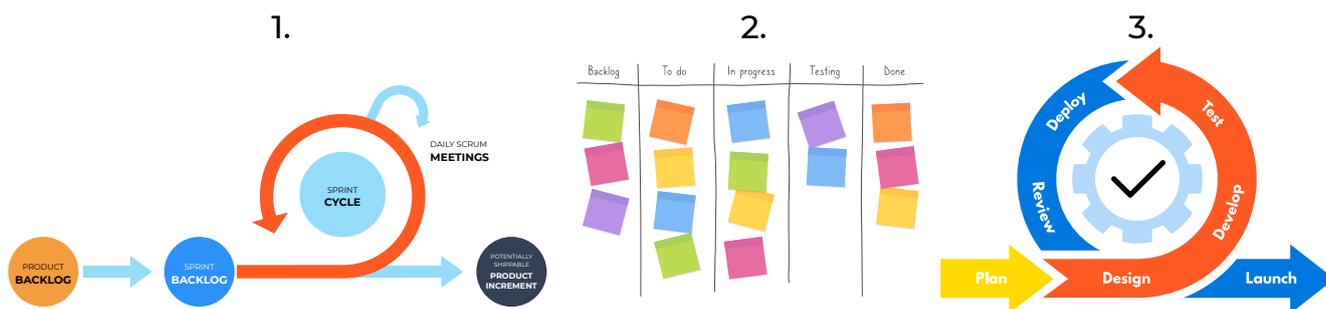
How do you manage your schedule? Do you have any tips for keeping a well-organized calendar?



# READING

## EXERCISE 1A

Skim the notes from a lecture on software development frameworks and match the pictures to the paragraphs (a-c).



Today we will focus on these three project management tools and also talk about some tips for effective communication which will help you **ace** your projects.

- Let's start with Agile. The biggest advantage of Agile is its **adaptability**. Because Agile relies on iterations and **simultaneous** workflows, it allows developers to test the software and **adjust** the workflow as needed. It is particularly **well-suited** for smaller teams and smaller projects.
- Kanban originated as a type of Agile. The primary goal of this methodology is to improve the processes and remove any **bottlenecks**. It allows for visualizing the work process while keeping things clear and simple. By using Kanban boards you can also clearly see how much work is **accomplished**, how much work is left to do and whether or not you have any **setbacks**.

- Scrum which is another type of Agile is aimed at doing more work faster. Scrum emphasizes the **commitment** and **accountability** of team members to work towards a common goal. Scrum is based around the idea of sprints which typically last under 30 days during which the team needs to produce a working demo. Everyone in the team is responsible for setting the goals, trying to prevent any potential **roadblocks** from **interfering** with the project, tracking the project's progress and planning for upcoming tasks and challenges.

 Listen to the recording of the text (**track 7.1**) and check your pronunciation.



[Open in Google Drive](#)



## EXERCISE 1B

Match the highlighted phrases to their definitions.

- |                    |   |
|--------------------|---|
| 1. Ace             | a) willingness to do your best to keep your promises                |
| 2. Adaptability    | b) do / complete  |
| 3. Rely on         | c) a problem which stops your progress                              |
| 4. Simultaneous    | d) feeling of big responsibility                                    |
| 5. Adjust          | e) get in the way / cause a problem                                 |
| 6. Well-suited     | f) a situation which can cause a delay                              |
| 7. Bottleneck      | g) an obstacle / something that doesn't let you follow your roadmap |
| 8. Accomplish      | h) something that will soon happen in the future                    |
| 9. Setback         | i) appropriate for some purpose                                     |
| 10. Commitment     | j) do very well at something  |
| 11. Accountability | k) depend on something/need something for success                   |
| 12. Roadblock      | l) flexibility  |
| 13. Interfere      | m) happening at the same time                                       |
| 14. Upcoming       | n) adapt  |



## EXERCISE 1C

Mark the statements true or false.

1. Agile is very flexible.
2. Kanban is complex and cumbersome.
3. Kanban doesn't use any visual aids.
4. Scrum prioritizes the importance of making all team members feel responsible for the results of their work.



## EXERCISE 2A

Read the rest of the lecture and fill in the blanks with the words below. Explain the meaning of the words based on the context.

scope creep • rationale • redundant  
in the loop • touch base • rollback

Whichever strategy you are using, clear and effective communication is key to the project's completion. Here are some tips on how you can communicate with your peers and stakeholders in the most productive manner.

- Make sure key stakeholders are 1) \_\_\_\_\_ about development progress.
- Negotiate, negotiate, negotiate. Do not say yes to everything, and avoid 2) \_\_\_\_\_. Also be prepared to defend your 3) \_\_\_\_\_ behind saying "No" to feature requests.
- Try to keep in mind business needs, and understand that in most cases, technology is there to support the business, and not the other way around.
- Make sure team communication is clear and that there are enough opportunities to 4) \_\_\_\_\_ but try to avoid 5) \_\_\_\_\_ meetings.
- Have a well defined release and 6) \_\_\_\_\_ process, and make sure that there are several members of the team who understand how to carry out a release and rollback.

 Listen to the recording of the text (track 7.2) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 2B

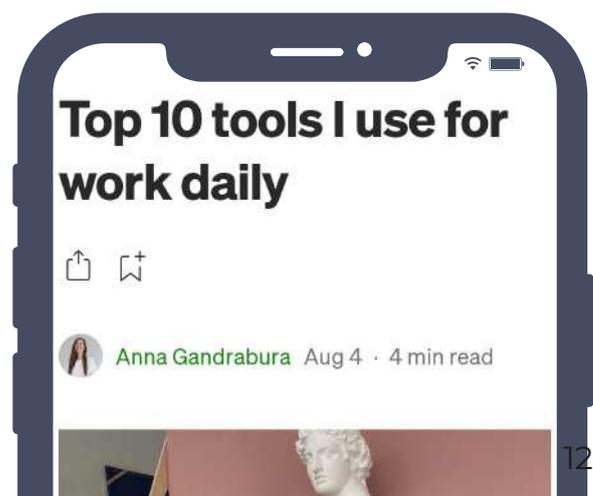
Answer the questions.

1. What other tips or observations regarding effective communication can you share?
2. Have you ever experienced any of the following?
  - Redundant meetings.
  - Scope creep.
  - Feeling like you've been left out of the loop.
  - Your teammates failing to provide their rationale or touch base with you.

Give as many details as possible.

Take a look at Anna's article that talks about helpful online tools.

**READ ARTICLE >>**



# GRAMMAR

## Modal verbs of obligation

### EXERCISE 1A

Read the text and observe which modal verbs convey obligations.

If you want to succeed in a job interview, you **should** clearly understand your current skill level and all the value that you can bring to the project. You also need to be able to describe that in concise terms. The recruiters don't want to **have to** read through a multi-page resume to understand what technologies you know. You **should** make it easy to see your technical skills, experience and why you're a perfect fit for the job. It is always a good idea to write the "Summary of Qualifications" section. Surely, you don't **have to do it, but** it will definitely be to your benefit if you do.

You **must** truly believe in two things (you **can** try repeating them aloud to feel comfortable).

- The right chance with the right people in the right company is waiting for me.
- I have the skills that employers need and that will be valuable for the company.

### EXERCISE 1B

Complete the table of rules by placing the example sentences in the correct row.

1. You have to make sure your resume is free of typos.
2. You can try using apps to memorise new vocabulary.
3. You don't have to work on Sundays.
4. You mustn't smoke in public places.
5. Companies must pay their employees.
6. You can't know everything.
7. You should take notes when you're in a meeting.
8. You shouldn't work for free.



## MODAL VERBS OF OBLIGATION

It is possible	
It's a good idea	
It's a strict responsibility	
You don't have another choice	
It's not a good idea	
It's not necessary	
It is wrong/forbidden	
It is impossible	

- **Must and Have to are often interchangeable in affirmative sentences but that's not the case for negative sentences. Compare:**
  - *You don't have to do it – you have a choice, you can do it or not do it, it's up to you.*
  - *You mustn't do it – you can't do it, it is forbidden.*
- **Should is often used for giving advice or talking about expected behaviors:**
  - *You should try doing yoga.*
  - *Clicking this button should bring up the menu.*
- **Can't can be used to denote strict prohibition.**
  - *You can't wear a bikini to work.*



**Review the form of the modal verbs in different tenses.**

	<b>Can</b>	<b>Must</b>	<b>Have to</b>	<b>Should</b>
<b>Present</b>	can	must	have to / has to	should
<b>Past</b>	could	had to	had to	had to
<b>Future</b>	will be able to	will have to	will have to	will have to





## EXERCISE 2

Choose the correct option.

- a) **must**   b) **mustn't**   c) **have to**  
 d) **don't have to**

1. You \_\_\_\_\_ to go. You can stay here if you want.
2. It's a fantastic film. You \_\_\_\_\_ see it.
3. The restaurant won't be busy tonight. We \_\_\_\_\_ reserve a table.
4. I am very busy this week. I \_\_\_\_\_ work every evening.
5. I want to know what happened. You \_\_\_\_\_ tell me.
6. I don't want Sue to know what happened. You \_\_\_\_\_ tell her.
7. I \_\_\_\_\_ go now or I'll be late for my appointment.
8. We \_\_\_\_\_ decide now. We can decide later.
9. It's Lisa's birthday next week. We \_\_\_\_\_ forget to buy her a present.
10. You \_\_\_\_\_ leave your laptop like that. Someone \_\_\_\_\_ steal it.



## EXERCISE 4

Answer the question.

What are the requirements for a person, if he/she wants to be a great specialist in your area?

Use all the verbs in the box at least once. Don't forget to put them in the correct form.

should • should+not • can • can+not • must • must+not •  
 • have to • have to+not



## EXERCISE 3

Choose the right option.

1. Visitors from the European Union **should/don't have to/mustn't** have a visa to enter Ireland.
2. You **mustn't/don't need to/should** save a file before you close it, or you will lose it.
3. You **must/shouldn't/have to** relax after a hard day at work.
4. He **have to/mustn't/has to** ask for permission if I want to leave earlier.
5. The scroll effect **mustn't/didn't have/should** work now.
6. I don't like dress codes. You **must/can/don't have to** be serious without a suit.
7. Our company has a flexible schedule. We **can't/mustn't/don't have to** be in the office from nine to five.
8. She **doesn't have to/doesn't has to/can** to attend many meetings.



# PRONUNCIATION

## EXERCISE 1

How do you pronounce these terms? Listen to the recording (track 7.3) and check your pronunciation.



[Open in Google Drive](#)

- AWS
- Azure
- Adobe
- SQL
- API
- Cache
- OS (MacOS)
- Query
- Refactor
- Microtransaction

# SPEAKING & SOFT SKILLS

## Taking part in a daily scrum meeting

### EXERCISE 1A

Let's take a look at some possible ways you can use to answer the three common daily scrum questions.

Read the examples below and match each one (1-3) to the tips (a-c).

1. What have you accomplished since our last meeting?
  - Yesterday I **finished** the implementation of the XYZ feature (I wrote test scripts or I performed/ran some tests, etc).
  - **Since** our last meeting I **have created**... ( a new prototype / resolved a few issues related to corrupted data, etc).
2. What are you planning to work on today?
  - Today I **am going to / I am planning to**... (work on removing some UX issues).
  - Today I **am meeting** with the designer team to discuss functional requirements.

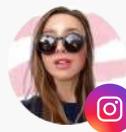
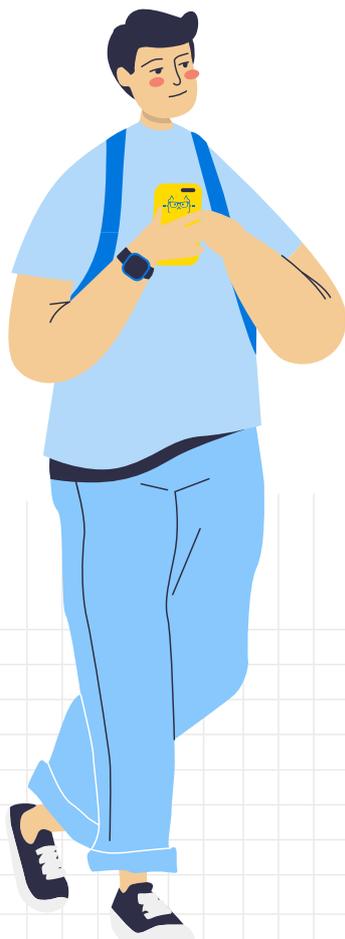
3. What is getting in your way or keeping you from doing your job?

- **There is nothing blocking me** at the moment / A couple of things that **may block me** are....
- I'm **stuck** on... (debugging one piece of code).
- I've **run into** a problem I can't seem to solve.
- If anyone can **point me in the right direction**, I'll be very grateful
- **I've tried** that, it didn't help .
- **I'll try doing** that, thanks for the advice.

- a) You can use Present Continuous or "To be going to" to talk about things you plan to accomplish today or by the time of the next daily standup.
- b) Clearly state the problem you are experiencing and ask for everyone's input. Using these phrases will encourage your teammates to jump in and help you eliminate blockers.
- c) It is important to keep your eyes on the big picture and talk about the most relevant points which will bring the whole team up to speed.

 **EXERCISE 1B**

Using the phrases above, answer the three questions from Exercise 1A.



**ANGLISH TIP**  
@anenglish\_

Participating in **daily status meetings** (or daily standups) means informing your team of what you've accomplished since the previous meeting, what you are planning to accomplish today and whether you have any blockers. Since these meetings aren't supposed to take much time, it's important to be able to speak with as much **clarity** as possible and **reduce hesitations** and pauses to a minimum.

# WRITING & SOFT SKILLS

## Writing a follow-up email after a meeting

### EXERCISE 1

Do you follow any of the tips from the text?

Every meeting should wrap up with action items and next steps. Otherwise, you're running into the risk of people forgetting what was discussed and what actions they are supposed to take.

To avoid things slipping through the cracks, make sure you or another meeting participant sends a follow-up email after the meeting.

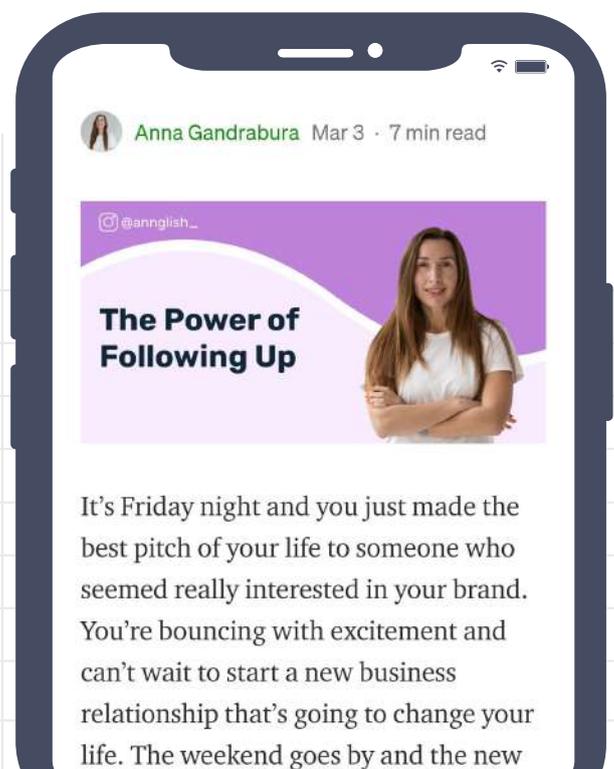
**Note:** you don't need to follow up after daily standups, this rule only applies to longer-format meetings.

To make your follow-up email truly effective, make sure you do the following:

1. Take notes during the meeting.
2. Thank everyone for their time.
3. List what was discussed in the meeting.
4. Highlight action items or next steps.
5. Attach supporting documents, if necessary.
6. Include a reminder of the next meeting date.
7. Proofread and send to recipients.

Read this article to get more tips on the culture of follow-ups in the English-speaking world.

[GO TO ARTICLE >>](#)





## EXERCISE 2

Read the example follow-up email below and observe its structure. Write your own follow-up email based on this example.

### Follow-up on the Marketing Strategy Meeting



**Roy Parker**  
to me ▾

2:13 PM (12 minutes ago)



Hello everyone,

Thank you all for attending today's meeting. I appreciate all the questions, concerns and suggestions you've shared and hope this will help us move in the right direction going forward!

As you remember, we have discussed our social media marketing strategy for the upcoming quarter. Here are more details on these discussions:

- Kevin updated us on the state of our mobile app and new features that have been added to it.
- The team devised a way to organically implement in-app purchases such as subscriptions to our online courses and services.
- Riley reported on our learnings from last quarter's campaign – key takeaway was to target younger audiences through social media platforms.

After our discussions, a strategy has been put in place. The following projects and deadlines have been assigned:

- Kyle will write 4 blog articles and track engagement metrics. Deadline: June 30th
- Jill will ensure new partnerships with at least 5 Instagram bloggers. Deadline: July 15.
- Kevin will implement in-app purchases. Deadline: July 30.

Looking forward to seeing you again on July 17th and hearing your updates.

Feel free to contact me if you have any questions.

**Sincerely,**  
**Roy Parker**

↩ Reply

➡ Forward

# GLOSSARY OF TECHNICAL TERMS

**Scrum** — a framework that helps teams work together and relies on continuous iteration and improvement.

**Agile** — a set of practices intended to improve the effectiveness of software development professionals, teams, and organizations.

**Kanban** — a visual system used to manage and keep track of work as it moves through a process. The word comes from Japanese and means “visual board”.

**AWS (Amazon Web Services)** — is a comprehensive, evolving cloud computing platform provided by Amazon that includes a mixture of infrastructure as a service (IaaS), platform as a service (PaaS) and packaged software as a service (SaaS) offerings.

**Azure** — Microsoft's public cloud computing platform.

**SQL** — SQL or Structured Query Language is a standard query language used to manipulate, store and retrieve data held within a relational database.

**Cache** — a hardware or software component that stores data so that future requests for that data can be served faster.

**Database query** — a request for data or information from a database table or combination of tables.

**Refactor** — restructure (the source code of an application or piece of software) so as to improve operation without altering functionality.

**Microtransaction** — a business model where users can purchase virtual items for small amounts of money.

## If you want a little extra practice:

### Reading

Find out more about the 12 principles of Agile.

[AGILE PRINCIPLES >>](#)

### Reading

Learn more about Scrum.

[SCRUM GUIDE >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 7.

1. I was really impressed with his performance. He \_\_\_\_\_ all the interview questions.  
a) flopped  
b) aced  
c) axed
2. You have to hold yourself \_\_\_\_\_ for your mistakes.  
a) accountable  
b) simultaneous  
c) reliant
3. We managed to build a successful MVP because everyone on the team showed \_\_\_\_\_.  
a) roadblocks  
b) accomplishment  
c) commitment
4. Choose the phrase that means the same as “We have two simultaneous projects we are currently managing”.  
a) We are currently managing two unrelated projects  
b) We are currently managing two projects at the same time  
c) We are currently taking over the management of two projects
5. “Adjust” is the synonym of:  
a) adopt  
b) create  
c) adapt
6. I know he’s busy right now so I don’t want to \_\_\_\_\_ his work.  
a) interfere with  
b) interfere to  
c) roadblock
7. We need to wrap up this call and prepare for the \_\_\_\_\_ meeting.  
a) incoming  
b) upcoming  
c) soon
8. He’s a key stakeholder of this project. You need to keep him \_\_\_\_\_ on everything.  
a) out of the loop  
b) up on the loop  
c) in the loop
9. I don’t really understand the \_\_\_\_\_ behind his decision.  
a) thoughts  
b) rationale  
c) rational
10. “This feature would be redundant” means that:  
a) This feature would be very useful  
b) This feature would be difficult to implement  
c) This feature is not needed

 [CHECK ANSWERS >>](#)

# LESSON 08

## TOPIC: CHATTING IN TECH

### AGENDA: YOU WILL LEARN

**Vocabulary:**

Chatting in Tech.

**Grammar:**

1st and 2nd Conditionals.

**Pronunciation:**

Words with “weird” pronunciation.

**Writing:**

Chat messages.

**Speaking & Soft Skills:**

Small talk and building rapport.

### WARM-UP

Answer the questions.

1. Look at the logos of 4 communication apps. Can you identify all of them? What can you say about each one? Which messaging apps do you use?
2. How is chat messaging different from emailing?



# READING

## EXERCISE 1A

Read the tweet. Does it align with your business communication ethic?



**Halli**   
@iamharaldur 

Tip: Don't email/dm/text someone you don't know and tell them you want to talk.

Take the time to clearly but succinctly write down what you want to talk about and what (if anything) you are asking of them.

Give them the context they need to decide if a conversation is needed.

✓

**Take the time** — spend time preparing for something.  
**Succinctly** — briefly / in a few words.  
**Dm** — direct message.

## EXERCISE 1B

Read the text and mark the topics that are mentioned.

1. The peculiar characteristics of communication via chat as opposed to other forms of communication.
2. Differences between formal and informal chatting.
3. Better alternatives to phrases that may come off as rude or unfriendly.
4. Phrases that you should not use.

Whether you're using Slack, Skype or even just text messages, chatting is something we all do. Chat clients are **essential** tools in the modern tech professional's arsenal. Today we will go over some general rules and suggestions for writing chat messages and common mistakes you should avoid.

Chatting is a much less formal form of communication than, for example, email, so using **casual** tone and language is ok as long as it's friendly

For example, skipping subjects is a common practice:

(I) Was trying to fix it yesterday but wasn't successful.

(I've) Already informed the dev team though, they say they will get the platform **up and running** by this afternoon.

Because you cannot **perceive** tone over text, politeness becomes even more crucial when chatting. Be mindful of how your message sounds over text, without tone.

When problems **arise**, try to shift focus from the person to the problem instead of:

**"You forgot to update the link".**

Say: **"The link needs to be updated / Looks like it's the wrong link".**

For the purposes of business communication, you might want to use certain constructions that would help you sound more polite when making requests.

**I would appreciate it if** you arranged for immediate payment.

**I would be grateful if** you signed and returned the document by the end of the week.

**It would be more secure** if you changed the password more frequently.

Due to the complexity of the matter, **it would be best if** you asked a tax advisor to take a look at it.

Try not to use imperative tone in written business communication.

Instead of saying "Please don't (do this)", you can use the following phrases:

Please **refrain** from merging PRs without approval.

Please avoid running deployments until we **give the all-clear**.

Please try not to cause customer escalations when you are **on call**.

Please abstain from deploying on Friday evenings.

 Listen to the recording of the text (**track 8.1**) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1C

Complete the sentences with the highlighted phrases from the text.

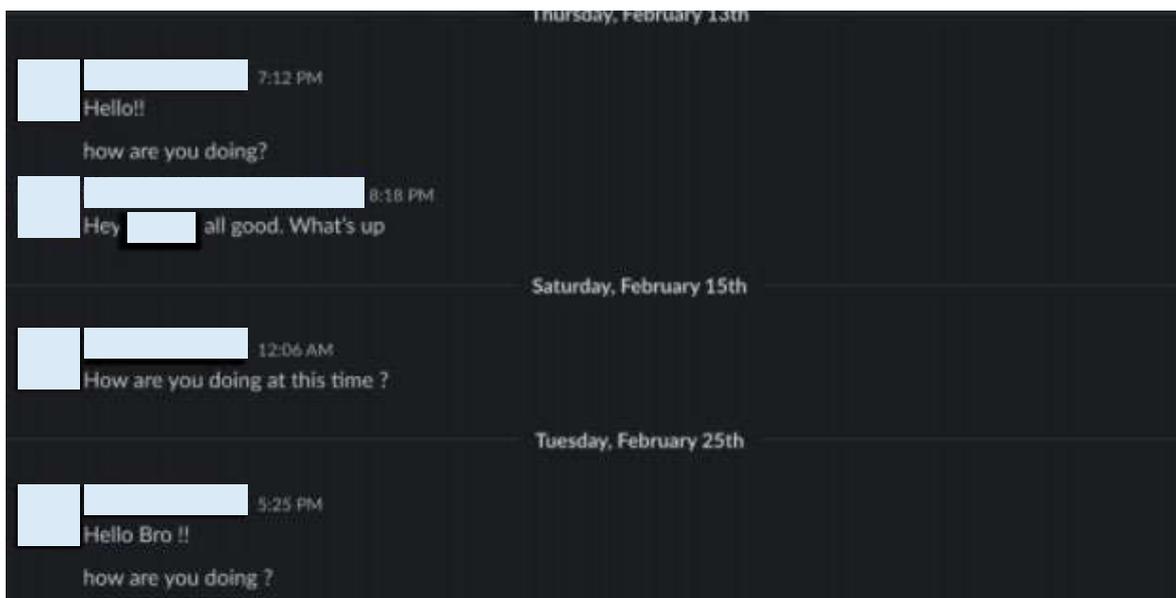
1. She has a very poor work-life balance. She has to stay \_\_\_\_\_ even during the weekends.
2. I work at a big company where communication is very formal. We never use any \_\_\_\_\_ phrases in our messages to other colleagues.
3. He told me about the problem as soon as it \_\_\_\_\_.
4. Being professional depends on how you \_\_\_\_\_ professionalism.
5. We haven't started on that project yet. We're waiting for the customer to \_\_\_\_\_.
6. He \_\_\_\_\_ from making any comments at the meeting yesterday.
7. These skills are absolutely \_\_\_\_\_ for any designer.
8. It took us a week to get the app \_\_\_\_\_ but at least it's finally working now!

## EXERCISE 2A

Read more tips on chatting and pay special attention to the highlighted expressions.

Let's talk about a few other big “don'ts” of work messaging.

Don't ask permission to ask a question — Just ask the question.



This is a **pet peeve** of every developer. If you have a question, and you already have an established working relationship with the recipient of the question, you don't really need to “ask permission” to ask the question — simply ask the question.

Refrain from using phrases that serve no actual purpose such as “How are you doing?”, “How is it going?” etc.

For example:

“Hi! Could you please tell me where I can find credentials for the staging cluster?”

This message is:

- polite
- **to the point**
- doesn't waste the other person's time

If you don't have an established relationship with the person you're writing to (i.e. you've never met them), a good rule of thumb is to quickly introduce yourself

and then get on with the rest of your message.

“Hi Nick, I'm Bob, I work with the platform team, and I was told that you could help me out with getting QA server access. I am currently working on ticket PLTF-3311: <link to ticket>. Would appreciate any assistance”

“Hi John, I'm Steve, the new DevOps engineer on the platform team — do you happen to know how I can get a copy of the anonymized production database? Should I write a ticket for this? Appreciate the help!”

Thanks for letting me know. I'll reach out to the team to see who can help out with the issue

I hope you won't take this the wrong way but I have some concern that lack of **visibility** will cause this to become a game of telephone. I'll move this discussion to #backend and **pick it up** from there

Sure thing

It's just that sometimes the team can be ambivalent or even hostile to work that seems to appear **“out of the blue”** from remote devs. So by explaining why the situation matters you hope to get **buy-in** that we should move forward with **chasing** these issues **down**.

## Make use of common rooms.

This will largely depend on your company policy, but generally speaking, you want to make sure everyone on your team is informed and up-to-date on what you're doing. Conducting most of your discussions in common chat rooms is a good way of **eliminating** miscommunication and confusion. Above is an example of how you can go about transferring a one-to-one discussion over to a common chat room.

🔊 Listen to the recording of the text (**track 8.2**) and check your pronunciation.



[Open in Google Drive](#)



## EXERCISE 2B

Match the highlighted words from the text to their definitions.

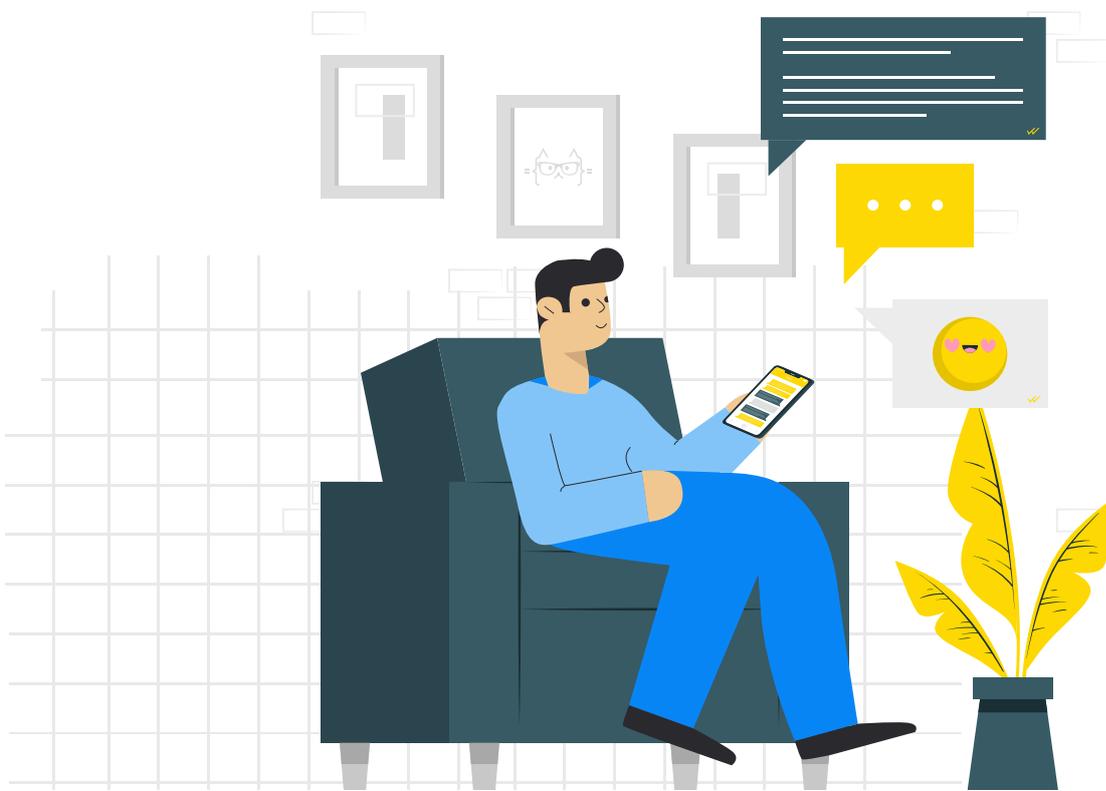
- |                           |   |
|---------------------------|---|
| 1. Pet peeve              | a) remove   |
| 2. To the point           | b) resume   |
| 3. Eliminate              | c) something that annoys or angers you                      |
| 4. Visibility             | d) relevant to the subject that you are discussing          |
| 5. Pick (something) up    | e) agreement with, or acceptance of, a policy or suggestion |
| 6. Out of the blue        | f) unexpectedly   |
| 7. Buy-in                 | g) to search for and find                                   |
| 8. Chase (something) down | h) ability to be easily seen or noticed                     |



## EXERCISE 3

Share your thoughts on the questions.

1. What is your biggest pet peeve when it comes to work communication?
2. Have you ever had to deal with issues that occurred due to miscommunication? What were they?



# GRAMMAR

## 1st & 2nd Conditionals



### EXERCISE 2A

Read the text. Can you see examples of the 1st and 2nd Conditionals?

*Would you be where you are today if you didn't have higher education?* And do you actually have it?

For years now, the software industry has been a field where no formal or informal education is necessary to succeed. *If you want to be a professional, surely, you will learn the necessary skills*, but does it matter where and with whose help? Does a person have more chances to become an expert if he has four years of accredited university behind? This is what I as an employer would really like to know. Most people tend to evaluate those with higher education as more desirable candidates, and I can also be biased. Probably, *if I didn't have a degree, I would be more objective*. I try my hardest to treat people fairly anyway.

When I am conducting an interview I am focused on understanding whether this person is more or less likely to succeed or make a mess that I will have to clean up. *If I had a superpower, I would choose to be a mind-reader*. I sometimes catch myself thinking: *if only I was able to look inside their heads, I would know what they are capable of*.

## EXERCISE 2B

Look at the rules and observe the differences and similarities between the 1st and the 2nd Conditional Types.

Likely: there is a good chance that it will happen. Future	Unlikely: there is little or no chance that it can happen. Future/Present
1ST CONDITIONAL	2ND CONDITIONAL
If you want to be a professional, surely, you will learn the necessary skills.	If I had a superpower, I would choose to be a mind-reader.

- Sometimes, it is possible to use both 1st or 2nd conditional with a slight difference in meaning:
  - *If we bought a car, we would go on a road trip across the country. – Unlikely future.*
  - *If we buy a car, we will go on a road trip across the country – Possible future.*
- 2nd Conditionals is often used for polite suggestions and requests:
  - *I would be grateful if you signed and returned the document by the end of the week.*
  - *It would be more secure if you changed the password more frequently.*

## 1st and 2nd Conditional structure

All conditional sentences consist of two parts (clauses): the conditional clause that shows a **condition** upon which the action can take place and the main clause that shows the **result**.

### (Condition) + (Result)

If you let me take your car, I will be there in 10 minutes.

### or (Result) + (Condition)

I would help you if I knew what to do.

**Notice that the conditional clause normally starts with “if”.**

1ST CONDITIONAL	2ND CONDITIONAL
<p><b>If + Present Simple → will + verb</b></p> <p>If we leave right now, we will catch his performance.</p> <p>She will show you around if you need an office tour.</p>	<p><b>If + Past Simple → would + verb</b></p> <p>If we bought this car, we could go on a cross-country trip.</p> <p>I would tell him about that if he were able to help.</p>

✦ Words that denote conditions are never followed by Future Tenses. These include words like *if, when* and a few others.

## SEE THE FULL LIST >>

- in Formal English we use ‘were’ instead of ‘was’ for all persons in the Second Conditional. In Informal English, this rule is rarely observed and “was” is used instead.
  - *If I were you, I would talk to your boss.*
- If we start the sentence with an “if” clause, we need to separate it with a comma. Sentences that start with a main clause don’t need a comma before “if”.

### EXERCISE 2C

Put the verbs in the brackets in the correct form to complete the 2nd Conditional sentences.

1. If I **(be)** rich, I **(not/need)** to work so much.
2. If you **(work)** harder, you **(get)** a promotion.
3. He **(log into)** the system, if he **(have)** a password.
4. If helicopters **(not/cost)** so much, we **(buy)** one.
5. If I **(be)** you, I **(ask)** an expert about it.
6. He **(be)** a better manager, if he **(pay)** more attention to the ideas of others.
7. If we **(not/have)** the internet, communication (be) much more difficult.

### EXERCISE 3

Complete the sentences using 1 or 2 conditional. Think about whether the condition is likely or unlikely.

1. If you **(learn)** the new language, you **(be able to)** work in the project. You have 2 months.
2. If I **(be)** a boss, I **(introduce)** flexible hours for everyone.
3. If I **(manage)** to meet the deadline, I (be) more responsible next time.
4. If I **(not like)** my colleagues, I **(not/work)** here.
5. If Sara **(be)** a little more organized, she **(be)** our team lead now.
6. I **(not/accept)** this job, if I **(be)** you. It sounds terribly boring.
7. If we **(get)** the approval by the end of the day, we **(be able to)** finish the update.
8. If this meeting **(last)** one more hour, I **(not/have)** time for lunch.



## EXERCISE 4

Continue the sentences so that they are true for you.

If I took a year off work, \_\_\_\_\_ .

If my salary was twice as high as it is now, \_\_\_\_\_ .

If I could move to any country that I like, \_\_\_\_\_ .

If my native language was English, \_\_\_\_\_ .

Do the same with the sentences below:

\_\_\_\_\_, I would be more productive.

\_\_\_\_\_, my job would be more interesting.

\_\_\_\_\_, my company would be more successful.

\_\_\_\_\_, my office would be more comfortable.

# PRONUNCIATION

## Words with "weird" pronunciation



### EXERCISE 1

Try pronouncing the following words. Listen to the recording (track 8.3) and check your pronunciation.



[Open in Google Drive](#)

- Gauge
- Asterisk
- Automatic
- Cache
- Recipe
- Leisure
- Kubernetes
- Migration
- GIF
- Niche
- Apostrophe

# SPEAKING & SOFT SKILLS

## Small Talk and building rapport



### AN ENGLISH TIP

@anna\_gandrabura

*Business relationships in today's world are all about building rapport with people, be they co-workers, clients, prospective employers, investors etc.*

You build rapport when you develop mutual trust, friendship and affinity with someone.

Building rapport can be incredibly beneficial to your career — it helps you to establish good interpersonal relationships, and this can open many doors for you.

### EXERCISE 1A

Read the text. Can you comment on any of the provided tips or add your own?

#### One way to start building rapport is by using small talk.

The point of small talk is not to discuss any serious issues but to establish a connection with someone which will make your communication easier in the future.

Here are 5 small talk ideas which you can use with clients or colleagues.

#### 1. PICK UP ON THEIR INTEREST

Try to deduce what a person is interested in just by being observant. Do they have a basketball poster on a wall behind them? Are they sitting in a gaming chair? You can then ask questions about that person's interests, for instance:

Are you a basketball fan? Do you like other sports as well?

Do you play a lot of video games? What's your favorite game?

#### 2. ASK ABOUT THEM

Being generally curious about the person can also be a good way to build rapport with them. While you don't want to be too nosy or obnoxious, there are still plenty of "safe" questions you can ask such as:

Have you ever had anything funny happen to you at work?

Do you enjoy working in the office or do you prefer to work at home?

Do you like reading books? Are you currently reading anything interesting?

What would be an ideal present for you?

If you could magically make one problem go away forever, what would it be?

### 3. SHARE SOMETHING ABOUT YOURSELF

Just talk about your day or your upcoming plans (make it short and sweet, you don't want anyone to be bored) and see if that takes you anywhere. It might turn out that you have something in common together.

### 4. PAY THEM A COMPLIMENT

Genuine compliments do wonders in terms of uplifting and inspiring the other person. If someone on your team has done a great job, let them know about it! If you can see that someone has put a lot of effort into something, give them a shoutout. They will appreciate it.

### 5. OFFER A PIECE OF ADVICE OR A RECOMMENDATION

Many people make a mistake of undervaluing how useful they can be to others. If there is a useful resource you love, a handy shortcut that saves you time, a great service you use, an awesome place you love visiting etc, share it with people! Don't assume those things are common knowledge.

If you would like more practice on soft skills, check out our English For IT Communication course.

**GET 25% OFF >>**

## EXERCISE 1B

Consider the following 3 scenarios below and come up with an answer for each of them.

1. You are asked to share 3 interesting things about yourself at a meeting with a new client
2. Your team mate Sally has been very helpful in the last couple of weeks. Give her a shoutout in the team chat.
3. Someone asks you: "Do you have any podcasts / TV shows / books you could recommend? I'm looking for something interesting and thought-provoking."



# WRITING & SOFT SKILLS

## EXERCISE 1

Complete the sentences with frequently used phrases in business chatting.

up • through • into • to

1. I will look \_\_\_\_\_ the issue and get back \_\_\_\_\_ you as soon as I can.
2. I'll try to go \_\_\_\_\_ the project specification this evening and give you my feedback by tomorrow afternoon.
3. We have set \_\_\_\_\_ a meeting for Thursday at 6pm. Can you make it?

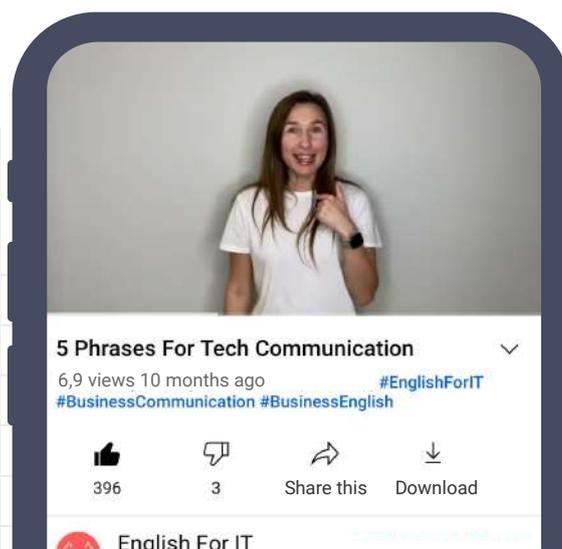
## EXERCISE 2

Choose one scenario and write a chat message using the tips and phrases from the reading section.

1. You want to schedule a meeting to discuss migrating your production database.
2. A server is not responding, and you need help troubleshooting it (use made up details).
3. I made a mistake when setting up the firewall rules — inform me of this mistake.
4. You need somebody to cover your on-call rotation. Ask for help in a common channel.
5. You need to ask somebody for credentials to a production server. You have never met before.

Another thing that can help you build rapport is knowing idioms and fixed expressions. Watch this video on 5 common business expressions. Then, make up your own sentences with each of them.

## LEARN 5 BUSINESS PHRASES >>



# GLOSSARY OF TECHNICAL TERMS

**Dev** — short for “developers”.

**Production database** — A database that contains the data used to drive your live, production site or app used by your customers.

**PRs (pull requests)** — a method of submitting contributions to an open development project.

**Customer escalation** — a scenario where a customer is not pleased with an employee interaction and wants someone at a higher level within the company to resolve the complaint.

**(Chat) client** — a program or computer that connects to and requests information from a server.

**Kubernetes** — a portable, extensible, open-source platform for managing containerized workloads and services, that facilitates both declarative configuration and automation.

## **If you want a little extra practice:**

### Reading

This article covers a range of topics and questions that are often used for small talk. Feel free to answer those questions yourself to get some speaking practice or use them to build rapport with other people.

[VIEW GLOSSARY >>](#)

### Fun stuff

Learning new words is most effective when you learn them in context! This website provides you with an ability to scrape Youtube’s video base for particular words or phrases.

[YOUGLISH >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 8.

- Can you wear \_\_\_\_\_ clothes to the office?  
— Yes. I often come dressed in jeans and a T-shirt.  
a) casual  
b) usual  
c) fun
- The stakeholders gave us \_\_\_\_\_ on this initiative so we can get down to working on it starting next week.  
a) an ok  
b) the clarity  
c) the all-clear
- If there's anything urgent that happens, you can message Brian. He's \_\_\_\_\_ .  
a) on a call  
b) on call  
c) on the duty
- Is the website still down?  
— No, it's' been \_\_\_\_\_ for weeks.  
a) arisen  
b) on  
c) up and running
- People calling me out of the blue is one of my biggest \_\_\_\_\_ .  
a) terrors  
b) phobias  
c) pet peeves
- I'll try to \_\_\_\_\_ these details \_\_\_\_\_ and put together a more detailed report next time.  
a) follow, up  
b) chase, down  
c) put, up and running
- Keep your comments \_\_\_\_\_ to avoid wasting everyone's time.  
a) focused  
b) to the point  
c) perceptive
- We need to get their \_\_\_\_\_ if we want this project to be successful.  
a) buy-in  
b) buy-out  
c) purchasing
- It's hard for me to tell you what's going on with that feature because I have very little \_\_\_\_\_ into its development.  
a) priority  
b) concern  
c) visibility

10. Choose the most polite option:

- a) I'm sorry, can you please stop doing that?
- b) It will be great if you stop behaving this way
- c) Please avoid doing that in the future

11. If I \_\_\_\_\_ what this code did, I \_\_\_\_\_ to fix the bug.

- a) would know, would can
- b) know, would be able
- c) knew, would be able

12. It \_\_\_\_\_ possible if we \_\_\_\_\_ harder.

- a) will become, work
- b) would become, will work
- c) becomes, will work

13. Do you think he \_\_\_\_\_ if you \_\_\_\_\_ him?

- a) will agree, will ask
- b) would agree, asked
- c) will agree, ask

14. I \_\_\_\_\_ grateful if you \_\_\_\_\_ in touch with Margaret regarding this issue.

- a) would, got
- b) am, will get
- c) would be, got

15. If I were you, I \_\_\_\_\_ do that.

- a) will not
- b) didn't
- c) wouldn't

16. If this company \_\_\_\_\_ more clients, it \_\_\_\_\_ for us to partner with them.

- a) has, will be make sense
- b) had, would make sense
- c) would have, made sense

 **CHECK ANSWERS >>**

# REVISION

(UNITS 7-8)

## VOCABULARY

### ■ PART 1.

Match the sentence halves.

- |   |                                   |
|---|-----------------------------------|
| 1. He always interferes                     | a) ...for our purposes            |
| 2. I asked                                  | b) ...to be kept in the loop      |
| 3. We can't always rely                     | c) ...of the blue                 |
| 4. The forum is finally up                  | d) ...and running                 |
| 5. This solution is not particularly suited | e) ...for our mistakes            |
| 6. He emailed me out                        | f) ...with my work                |
| 7. Let's pick our discussion up             | g) ...from where we last left off |
| 8. We hold ourselves accountable            | h) ...on these methods            |

## ■ PART 2.

Choose the right option.

1. Please \_\_\_\_\_ doing that in the future.  
a) refrain  
b) avoid from  
c) avoid
2. We were given \_\_\_\_\_ on the project.  
a) the touch base  
b) out of the blue  
c) the all-clear
3. Concisely is most similar to:  
a) quickly  
b) succinctly  
c) casually
4. Eliminate is most similar to:  
a) remove  
b) update  
c) keep to the point
5. Their product is more likely to succeed because they have more \_\_\_\_\_ than us.  
a) profit  
b) visibility  
c) scope creep
6. A Project Manager's job is to reduce unexpected \_\_\_\_\_.  
a) roadblock  
b) pet peeves  
c) scope creep

7. The opposite of redundant is:  
a) essential  
b) urgent  
c) immediate
8. The opposite of to the point is:  
a) upcoming  
b) well-suited  
c) irrelevant

# GRAMMAR

## ■ PART 1.

Are the sentences correct or wrong?  
Correct the ones that are wrong.

1. You should to be more careful.
2. He must know what's going on.
3. Are you able run the tests?
4. If I would choose that company, I would probably quit a few months later.
5. I will let you know as soon as I will finish this meeting.
6. If I were you, I wouldn't handle this issue like that.
7. They would start taking action when the time comes.
8. How can I get this job if I not have 5 years of experience?

## **PART 2.**

Complete the sentences with the words from the box.

Don't have to · Shouldn't · Must · Would let · Saw · Will make sure · Notice

1. Please let me know, if you \_\_\_\_\_ anything unusual.
2. Our policy requires that all guests \_\_\_\_\_ use company equipment.
3. I \_\_\_\_\_ to send him a follow-up if you give me his email address.
4. You can adjust the brightness of this gradient if you want but you \_\_\_\_\_.
5. You \_\_\_\_\_ feel guilty. It wasn't your fault.
6. If I \_\_\_\_\_ that I was not invited to that meeting, I would be very concerned.
7. If you were more confident, they \_\_\_\_\_ you finish making your point.

## **SOFT SKILLS**

Choose the right option.

1. I'm sorry, it seems you forgot to email me the tech specs / It looks like I haven't received the tech specs yet.
2. I would appreciate it if you could get back to me by Thursday / I think you have to get back to me by Thursday.
3. It would make more sense to put this project on hold / You should put this project on hold.
4. Is it ok for you to cancel this meeting? / Would you be ok with cancelling this meeting?
5. Don't ask these questions in team meetings anymore, please / Please refrain from asking these questions in team meetings going forward.

 **CHECK ANSWERS >>**



# READING

## EXERCISE 1A

Read the tweet. Do you think all great leaders need to be self-aware? In your opinion, what other qualities does a person need to have to be successful?

 Pinned Tweet

 **Zaid Rahman** @zaidrmn · 20.12.2020

Self-belief and self-awareness go hand-in-hand. You need both to succeed.

 1   42 

✓

**Self-awareness** — objective understanding of your own character, emotions, strengths and weaknesses.

**Go hand-in-hand** — be closely connected, accompany one another.

## EXERCISE 1B

Discuss.

1. What do you associate with the following:
  - a) Space travel
  - b) Linux
  - c) Bitcoin
2. Look at the three images. Can you guess/identify the people in them? What relation do you think they have to the topics in question 1 (a-c)?





## EXERCISE 1C

Read the three stories and do the matching below.

**Elon Musk**

**Linus Torvalds**

**Satoshi Nakamoto**

- a) Might me a made-up name
- b) Is competing with other billionaires
- c) Came up with a viral merch idea
- d) Took a sabbatical
- e) Doesn't write much code for his projects anymore
- f) Is credited as the inventor of one of the hottest financial trends

### ELON MUSK

A man who needs no introduction, Elon Musk has inspired and amazed people for years with his ambitious and innovative projects. Musk founded numerous businesses providing cutting-edge solutions to problems most people wouldn't know how to tackle.

He earned his first billion after his first notable venture PayPal was acquired by eBay for \$1.5 billion in stock. Musk used that money to establish SpaceX which landed a contract with NASA to handle cargo transport for the International Space Station. However, Musk's vision for SpaceX has always been much greater than doing space deliveries. The company's ultimate goal is to prevent human extinction by setting up a colony on Mars.

Following Elon Musk's lead, a few other billions started their own commercial space ventures, namely Jeff Bezos and Richard Branson.

Musk co-founded a number of other companies including Tesla where he oversees product development, the Boring Company whose mission is to reduce street traffic, OpenAI which is

aimed at researching and regulating Artificial Intelligence and the list goes on.

His business and technological accomplishments aside, Musk is also famous for selling flamethrowers as merchandise, hosting a meme review and smoking weed on a podcast.

### LINUS TORVALDS

In 1991, Linus Torvalds created Linux, the free and open source operating system. Approximately two percent of the Linux kernel was written by Torvalds himself. Because thousands have contributed to the Linux kernel, this percentage is one of the largest contributions to it. However, he stated in 2012 that his own personal contribution is now mostly merging code written by others, with little programming by keeping up with the commits and rejecting the bad ones.

Torvalds' next project Git had an even bigger impact. Git changed the way programmers were collaborating, modifying, merging and sharing their code.

In 2018 Torvalds announced he was **stepping away** from the Linux project temporarily in order to “change some of his behaviour” and learn to better understand people’s emotions and respond appropriately.

## SATOSHI NAKAMOTO

The true identity of the creator of Bitcoin is one of the biggest **mysteries** in the modern world.

The name Satoshi Nakamoto is a pseudonym used by the person or entity who created Bitcoin to hide their true identity. He claims to be Japanese, born on April 5, 1975 and reside in Japan but people **doubt** this due to his native-level command of the English language as well as his preference of working hours more consistent with the U.K. time zone than Asia. As part of the implementation, Nakamoto also **devised** the first blockchain database.

Dorian Nakamoto is the man with the friendly face most people now associate

with the creator of Bitcoin. He was outed as Satoshi in March 2014 by Newsweek Magazine, which created a media frenzy around him and greatly disrupted his life. Dorian has denied having any connection to the development of cryptocurrency but eventually **embraced** the role of a **mascot** for the community.

 Listen to the recording of the text (**track 9.1**) and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1D

Complete the sentences with the words below (you may have to change their form to fit the sentence).

acquire • set up • doubt • aim at • contribute • land • embrace • oversee

1. We \_\_\_\_\_ a new office in San Francisco right now.
2. I have no \_\_\_\_\_ that he will regret his decision.
3. Our efforts are \_\_\_\_\_ achieving maximum efficiency.
4. Can you tell me how you \_\_\_\_\_ your job at Google?
5. I didn’t want to be a CTO at first but I soon learned to \_\_\_\_\_ that role.
6. Our company has just \_\_\_\_\_ a startup for 5 million dollars.
7. Who’s \_\_\_\_\_ the team’s progress on that project?
8. Jack \_\_\_\_\_ a lot to our last project and I’m very grateful to him for that.

## EXERCISE 1E

Match the words from the text to their definitions.

- |                      |  |
|----------------------|--|
| 1. Numerous          | a) Invent  |
| 2. Follow one's lead | b) Secrecy   |
| 3. Venture           | c) About   |
| 4. Approximately     | d) Core of an operating system   |
| 5. Kernel            | e) Stay informed about   |
| 6. Keep up with      | f) Many  |
| 7. Step away         | g) Do as someone else does   |
| 8. Mystery           | h) Business enterprise   |
| 9. Devise            | i) Stop being involved in something  |
| 10. Mascot           | j) Someone or something that is believed to bring good luck, or represents an organization |

## EXERCISE 1F

Read the tweet. Do you agree with the statement? What other qualities do great leaders have in common?



**Clement Mihailescu**  
@clemmihai

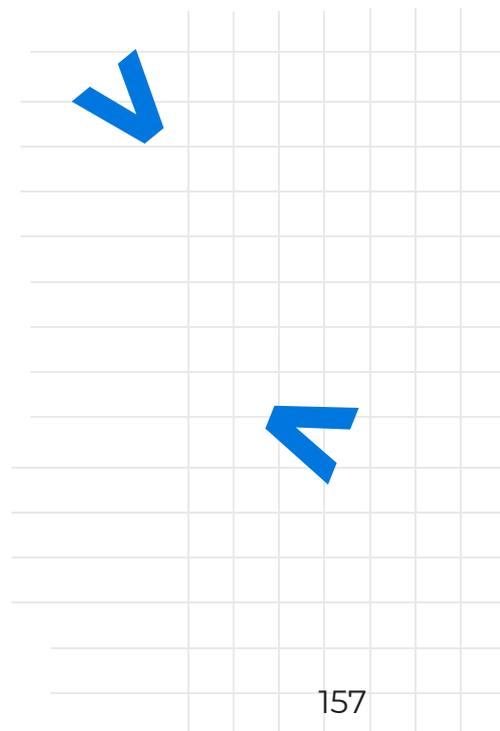


"Leaders are obligated to respectfully challenge decisions when they disagree, even when doing so is uncomfortable [...]. They do not compromise for the sake of social cohesion. Once a decision is determined, they commit wholly."

Amazing leadership principle from Amazon. 🙌

✓

**Challenge (decisions)** — dispute the truth of (decisions).  
**For the sake of** — for the purpose of.  
**Commit wholly** — give your full commitment to something.



Two blue arrows point to the grid. One arrow points to the top-left corner, and the other points to the middle-right area.

## EXERCISE 2

Answer the questions.

1. Have you ever considered investing in Bitcoin? Why / why not?
2. Which of Elon Musk's ventures is the most interesting in your opinion?
3. Can you think of a company or an event that has a cool mascot?
4. Is there anything you have learned to embrace recently that you didn't like before?

# GRAMMAR

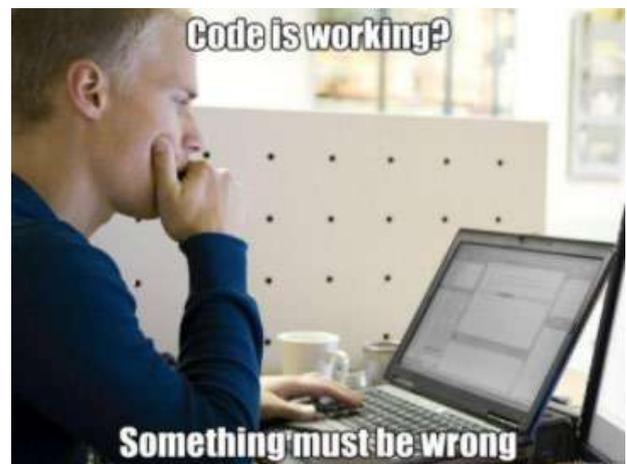
## Modal verbs of possibility

### EXERCISE 1A

Read the text. When do we use the highlighted verbs?

Are you an entrepreneur? Do you have an app idea? Are you looking to use the newest mobile technologies in your mobile app? The good news is that you can, but you **might** want to think twice. If you have a great deal of experience with mobile technology, you **could** already know how to do exactly what you want, and that's cool. However, if you don't, you **may** want to talk with a knowledgeable developer first.

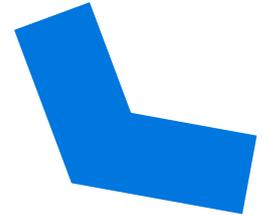
It's not just the technical expertise that matters though. Make sure that the people you bring on board are really interested in working with you and see the value in your product. There **must** be people out there who believe in your idea. It's up to you to find them. As long as you're serious about it, it **can't** be that hard.



### EXERCISE 1B

Complete with **may, might, could, must, can't**.

1. When we are sure that something is true, we use: \_\_\_\_\_
2. When we are not sure about something, we use: \_\_\_\_\_
3. When we are sure that something is not true, we use: \_\_\_\_\_



## EXERCISE 1C

Choose the right option.

1. Modal verbs are followed by
  - a) an infinitive with to (to do)
  - b) an infinitive without to (do)
2. To form questions with modal verbs we:
  - a) use auxiliary verbs: do/does
  - b) change the word order (put the modal verb in the beginning of the sentence)
3. To form negative forms we use
  - a) don't/doesn't
  - b) "Not" after the modal verb



## EXERCISE 2A

Choose the right option.

1. I don't think the new HR manager likes his job. He **may/must** not stay very long.
2. If you leave right now you **might/-can't** be on time.
3. I'm not sure if John is coming to the office today. He **mustn't/might** be still on holiday.
4. If you don't sleep for several nights you **could/must** begin to lose your sense of reality.
5. John has already left the office, so he **might not/cannot** remember about the meeting tomorrow morning.
6. Tim isn't answering his phone. He **must/can't** be busy.
7. Do you know anyone I can talk to who **might/must** be able to help?
8. It cannot be true. You **must/may** be joking.
9. Could you check the calculations again? This **can't/mustn't** be right.

## EXERCISE 2B

Choose the right modal verb to express the same meaning.

*For example:* I'm sure the CEO is really interested in our idea. – The CEO must be really interested in our idea.

1. I'm sure everyone is at the meeting now.
2. I'm sure Tom doesn't like the idea of going on a business trip to India.
3. Perhaps he's from Denmark or Norway.
4. It is possible that he doesn't know you have problems with it.
5. I'm sure this bug is fixable.
6. It is possible that I need your help with this.
7. The company was happy with our product, so I'm sure we'll get the contract next time.

## EXERCISE 3

Think about your next Monday.

What things will you definitely do?

*e.g. I will definitely have a meeting at 10 a.m.*

Think of two things that may/might/could happen

*e.g. I might be a little late.*

Think of two things that might not/may not happen

*e.g. I might not remember to pay the Internet bill.*



# PRONUNCIATION

## Commonly mispronounced verbs

### EXERCISE 1A

Listen to the recording (track 9.2) and pronounce the following verbs:



[Open in Google Drive](#)

- Merge
- Confirm
- Schedule
- Forward
- Automate
- Model
- Purchase
- Generate

## **EXERCISE 1B**

Listen (track 9.3) and repeat.



[Open in Google Drive](#)

1. Can I go ahead and merge this PR?
2. Please, confirm your email following this link.
3. Can we schedule a meeting?
4. Could you forward that email to me?
5. We need to automate the boring stuff with Python.
6. The users should be able to model business processes.
7. Once you have purchased the ticket, go ahead and activate it.
8. You can generate a stronger password using our software.

# **SPEAKING & SOFT SKILLS**

## **How to motivate your team**

### **EXERCISE 1A**

Listen to the recordings (tracks 9.4, 9.5 and 9.6) and match them to their topics (a-d).

- a) Hearing people out
- b) Letting people know they are appreciated
- c) Showing the outcome of making a certain decision

#### **RECORDING 1** (tracks 9.4.)



[Open in Google Drive](#)

It's time to recap the results of the past sprint. I want \_\_\_\_\_ Josh for stepping up and showing initiative. Also, \_\_\_\_\_ Janice for keeping the team aligned and focused. I also have \_\_\_\_\_ Lucas for taking on extra challenges and excelling at all of them. Finally, \_\_\_\_\_ all of you who pitched their ideas and contributed to achieving this important milestone.

#### **RECORDING 2** (tracks 9.5.)



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Let me quickly outline why we should make redesigning our UX a priority for this month. \_\_\_\_\_ on making the UX experience better, it will help us get new clients quicker and \_\_\_\_\_ our sales.

I believe we should also focus on reviewing the code of the UI update. \_\_\_\_\_ refactor our code now, \_\_\_\_\_ having to deal with major performance issues soon in the future.

## RECORDING 3 (tracks 9.6.)



[Open in Google Drive](#)

Thanks for \_\_\_\_\_, Chris. It's true that our app lacks consistency which results in an unclear brand message.

I want to \_\_\_\_\_ what Chris just said because that's a \_\_\_\_\_. I think we need to put a design team together to rethink our visual brand identity.

Maybe we can \_\_\_\_\_ later this week and discuss this issue in greater detail. Let's see what we can do about that.

## EXERCISE 1B

Listen again and fill in the blanks with the missing phrases.

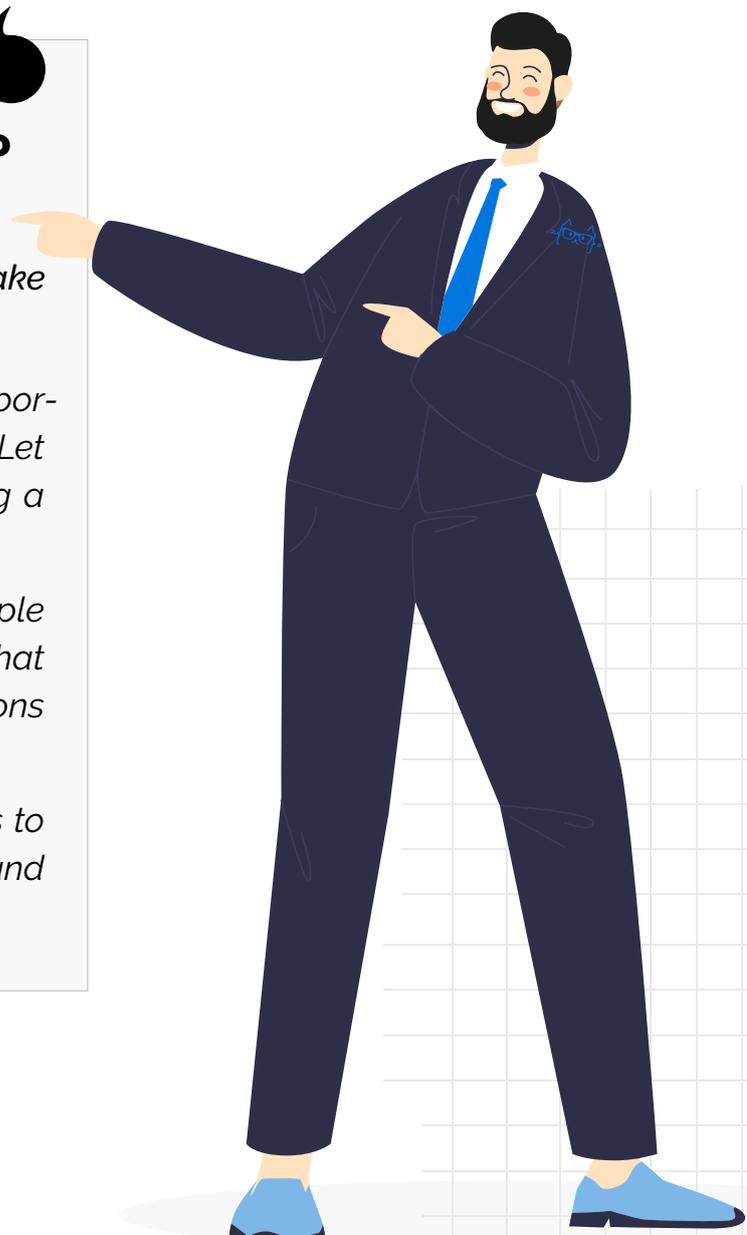


### ANGLISH TIP

English For IT

*A few key points on how to make teamwork effective:*

- 1. Don't underestimate the importance of positive feedback. Let people know they are doing a great job!*
- 2. Convince and motivate people by helping them visualize what concrete results their actions will have.*
- 3. Encourage your teammates to share their feedback and concerns.*



# WRITING & SOFT SKILLS

## EXERCISE 1A

James is writing peer feedback for Madeleine. Read the message and mark the statements true and false.

1. James points out that Madeleine's job has been pretty easy up until this point.
2. James compliments Madeleine on her accomplishments.
3. James shares one thing that Madeleine should take into account.

## EXERCISE 1B

Now, write your own peer review based on the example in Exercise 1A.



Head over to medium and learn 7 Useful Idioms for motivating your team.

[READ ARTICLE >>](#)

Hi Madeleine,

First off, I want to let you know that it's been a pleasure working with you for the past 3 months. Despite the fast-paced nature of the project, you successfully managed to not only catch up on the project's documentation but also look at our strategy from a new perspective and make valuable suggestions.

I appreciate your openness to feedback, creativity and involvement. You brought a fresh approach and a keen eye for detail that our team needed. If it weren't for you, we would never decide to try out unconventional ways of user engagement. Most of those experiments yielded great results and we have you to thank for that!

If there's one suggestion that I can give you, it's this: consider making greater use of asynchronous communication. As you know, most of our team members are based in different time zones and real-time video calls are not always the most productive option. How about creating a separate slack channel where you could write to get the team's input on something?

You've done a great job in the past 3 months and I'm looking forward to working with you in the future!

# GLOSSARY OF TECHNICAL TERMS

**Bitcoin** — a decentralized digital currency, without a central bank or single administrator, that can be sent from user to user on the peer-to-peer bitcoin network without the need for intermediaries.

**Commit (noun)** — an operation which sends the latest changes of the source code to the repository

**Kernel** — the most basic level or core of an operating system, responsible for resource allocation, file management, and security.

**Asynchronous communication** — any communication that doesn't happen "in real time".

## If you want a little extra practice:

### Reading

Check out the list of the 16 most influential and inspiring leaders in tech put together by Forbes. Do you know everyone in the top 5?

[READ ARTICLE >>](#)

### Fun stuff

What type of leader are you? Take this quiz to find out.

[TAKE QUIZ >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 9.

1. I have decided to \_\_\_\_\_ that new policy rather than reject it.
  - a) refuse
  - b) embrace
  - c) put up
2. How much did he contribute \_\_\_\_\_ this project?
  - a) to
  - b) in
  - c) for
3. We've decided to \_\_\_\_\_ an office in Peru.
  - a) set up
  - b) set
  - c) install
4. Jack \_\_\_\_\_ this point in today's meeting.
  - a) brought up
  - b) set up
  - c) arose
5. — Are you going to sell your start-up?  
— Yes and it looks like there are already a few companies that want to \_\_\_\_\_ it.
  - a) sell
  - b) get
  - c) acquire
6. I spent \_\_\_\_\_ 60 thousand dollars on marketing in the last year. I'm not sure if this is the exact number, it could be a little less.
  - a) over
  - b) something
  - c) approximately
7. We've had to deal with \_\_\_\_\_ issues this month so we've been pretty busy.
  - a) few
  - b) a little
  - c) numerous
8. How do you keep \_\_\_\_\_ with all the recent trends?
  - a) on
  - b) at
  - c) up
9. This project is aimed \_\_\_\_\_ helping small businesses succeed.
  - a) to
  - b) at
  - c) for
10. To give someone a shoutout means:
  - a) to heavily criticise someone
  - b) to discuss something in public
  - c) to praise someone publicly

11. The products page displays two identical buttons. This \_\_\_\_\_ be right.
- a) can't
  - b) must
  - c) shouldn't
12. You \_\_\_\_\_ say that this makes sense for their product.
- a) must
  - b) could
  - c) might not
13. We could try this approach. It \_\_\_\_\_ work.
- a) can't
  - b) will have to
  - c) might
14. Jenny has just posted a picture of herself at the Golden Gate Bridge. She \_\_\_\_\_ be in San Francisco.
- a) can
  - b) might
  - c) must
15. Their marketing campaign is perfect in every way. It \_\_\_\_\_ fail.
- a) doesn't have to
  - b) can't
  - c) must not
16. There \_\_\_\_\_ be a mistake. I never signed up for this service.
- a) might
  - b) must
  - c) should

 **CHECK ANSWERS >>**

# LESSON 10

## MENTORSHIP



### AGENDA: YOU WILL LEARN

#### Vocabulary:

Mentorship.

#### Grammar:

Conditionals for business communication.

#### Pronunciation:

The rules of stress.

#### Speaking & Soft skills:

Verbalizing your goals.

#### Writing & Soft skills:

Writing a reach-out message.



**ANGLISHTIP**

@annglish\_

***Coaching** is a short-term process focused on helping someone improve a skill.*

***Mentorship** is development driven. Mentors focus on not only helping people be good at their jobs but also create their own career journey. A person who provides mentorship is called a **mentor** and a person receiving mentorship is called a **mentee**.*

*You can think of it this way: a good coach will help you write better code but a good mentor will help you **leverage that skill** to make business connections and point you in the right career direction.*

## WARM-UP

Read the tweet. Have you ever mentored someone or been mentored by someone?

How would you define the word “mentor”? Is there any difference between a mentor and a coach?

 **Lara Livolsi** @laralivolsi\_ 

A great mentor is someone who regularly checks in with you and is eager to see you succeed #acuedu\_p



✓ **Check in with (someone)** — to talk with someone in order to find out what’s new.  
**Eager** — very enthusiastic about doing something.



# READING

## EXERCISE 1A

Read the text and select the topics that were discussed.

1. When mentorship is required.
2. The different types of mentorship.
3. Which type of mentorship will suit you better.
4. Recommendations on how to get the most out of the mentorship process.
5. Steps that companies can take to train their employees better.

When a new person **comes on board**, it is up to everyone in the team to provide a transparent and welcoming environment in which the newcomer can learn and grow.

This is where mentorship **comes into play**.

Generally speaking, there are two types of mentorship: formal and informal.



### INFORMAL MENTORSHIP

The easiest way to find a mentor or to become one yourself is to start building connections with your more experienced **peers** and other people at work.

You'll soon find that they have **overcome** the same challenges you are currently facing and accomplished the same goals you are **striving to** accomplish. You can learn a lot from such people just by inquiring about their experience and implementing similar tactics that helped them become successful.

Code reviews are another way to get informal mentorship. As long as the culture in your company is open and collaborative, every planning meeting, whiteboarding session, retrospective etc. is an opportunity to **pick up on** bits of **invaluable** knowledge that will help you grow in your career.



## FORMAL MENTORSHIP

Formal mentorship occurs more rarely among developers because it requires concentrated and **dedicated** effort on the part of both the mentor and the mentee. On top of that, formal mentorship has to be strategic and well **thought-through**.

However, some companies establish internal mentorship programs where each **aspiring** developer is assigned an experienced mentor. They identify the goals they will be working towards and **target** specific problem areas to help the less experienced employee level up their skills and create a career roadmap with concrete **milestones** and goals.

If your company **has** a mentorship program **in place**, you should definitely **take advantage of it**. Before you do though, it's important to hold a kick-off meeting and **go over** the goals and expectations to make sure both of you are on the same page. Make sure to get all the logistics **out of the way**: discuss how often and when you'll meet, whether the mentor will be open to random **pings** etc.

What to look for in a mentor:

- They are organized. They schedule regular check-ins and give you a roadmap.
- They have the right expertise to share.
- They can help you grow your professional network.
- They have **genuine** interest in helping you succeed.

What to look for in a mentor:

- Don't be shy and be the first to reach out.
- **Do your homework**. Prepare for each meeting with your mentor.
- Join a community like this one: [codingcoach.io](https://www.codingcoach.io) or any other community in your local area.
- Follow the rule of thumb: when facing a problem, spend 30 minutes trying to solve it on your own. If you fail to solve it within 30 minutes, reach out for help.

**🔊** Listen to the recording of the text **(track 10.1)** and check your pronunciation.



[Open in Google Drive](#)

## EXERCISE 1B

Complete the sentences with the highlighted phrases from the text (you won't need to use some of them).

1. Make sure your team has a clear communication policy \_\_\_\_\_ to help avoid misunderstandings.
2. You need to \_\_\_\_\_ before taking meetings with investors. You have to be prepared to answer all their questions.
3. Is it ok if I \_\_\_\_\_ you on Slack later today?
4. I am \_\_\_\_\_ to improve my coding skills.
5. He is fully \_\_\_\_\_ to his team's success.
6. He gave me a few pieces of \_\_\_\_\_ career advice.
7. Let's \_\_\_\_\_ the agenda of today's meeting.
8. This is a great resource for both \_\_\_\_\_ and seasoned managers.
9. I managed to \_\_\_\_\_ my fear of public speaking through practice.
10. We didn't have a mentorship program when I \_\_\_\_\_.
11. I'd like to address a couple of concerns first just so we can get them \_\_\_\_\_.
12. We've reached 50 thousand subscribers on Instagram! This is an important \_\_\_\_\_ for us.

## EXERCISE 2

Read the tweet and answer the question.

In your opinion, what sort of mentorship is needed in order for someone to “make a leap” into becoming a startup founder?



**Diana**  
@sdianahu



Excited to run this cohort at YC to mentor women who want to make a leap from working at a big tech co to startups.

It'll be a fun journey for sure

Please feel free to DM for any questions or email me

✓

**Cohort** — a group of people (often students).  
**Make a leap** — go through a big change / take an important step.  
**Big tech co** — big tech companies (Apple, Google, etc.)

 Review the glossary from the text and make sure you understand the meaning of each phrase.

<b>1. Come on board</b>	Join a company.
<b>2. Come into play</b>	Become active or effective.
<b>3. Peer</b>	A person of the same age, status, or ability as another specified person.
<b>4. Overcome</b>	Successfully deal with.
<b>5. Strive to</b>	Make great efforts to achieve or obtain something.
<b>6. Invaluable</b>	Extremely useful.
<b>7. Pick up on</b>	Notice or detect.
<b>8. Dedicated</b>	Committed to a task or purpose.
<b>9. Thought-through</b>	The past participle form of “think through” — think about all the possible consequences and details.
<b>10. Aspiring</b>	Hopeful and ambitious to achieve a certain career goal.
<b>11. Target</b>	Aim at something.
<b>12. Milestones</b>	A significant stage or event in the development of something.
<b>13. Have (something) in place</b>	Exist in a working state.
<b>14. Take advantage of something</b>	Use something for your own benefit.
<b>15. Go over</b>	Consider / discuss something step-by-step.
<b>16. Get (something) out of the way</b>	Finish doing something difficult or unpleasant.
<b>17. Logistics</b>	The detailed organization and implementation of a complex operation.
<b>18. Ping</b>	Contact someone via computer or phone.

### **EXERCISE 3**

Think about your first day on any of the jobs you’ve had. How did it go? What sort of mentorship/training were you given?

# GRAMMAR

## Conditionals in Business English



### EXERCISE 1

Read the blogpost and look at the highlighted sentences.

Which of the highlighted sentences describes:

- a) a call to action
- b) a direct suggestion
- c) a polite suggestion
- d) a hypothetical course of action

## IDEAS ON PRODUCTIVITY

1) If you want to know how to adopt a healthy mindset and achieve your goals without burning yourself out, you will definitely enjoy the book called “Atomic Habits” by James Clear.

Being productive is just as much about getting things done as it is about eliminating bad habits that hold you back.

2) For example, if you really tried going to bed and waking up an hour earlier than usual, you would have more energy for the day and more time to plan your activities.

You can find out what changes you

need to make to your routine simply by putting yourself in the shoes of a life coach. Let me ask you this: 3) if you were to teach a class on productivity, what would you talk about? What advice would you give? By thinking about those questions, you can come up with a great bit of advice that you can follow yourself.

4) If you have any questions on the topic of productivity, I will be happy to answer them! Go ahead and email me or leave a comment below and we’ll continue this discussion



## USE THE 1ST CONDITIONAL:

1. To talk about **actual** plans and make **direct** suggestions

- *If we focus our attention on fixing this bug, we will attract 20% more customers in the next month.*

2. As a **call to action**

- *I will stay tuned for your emails if you'd like to keep this discussion going.*

**Note:** Oftentimes, we don't need to use Future Simple in the main clause. Instead, Present Simple is used (this form is also called "0 Conditional").

- *Feel free to message me if you have any comments, questions or concerns.*

## USE THE 2ND CONDITIONAL:

1. To express a **polite, indirect** suggestion

- *If we focused our attention on fixing this bug, we would attract 20% more customers in the next month* (The idea is the same as in case 1 but it sounds more polite and less pushy).

2. To talk about **hypothetical** actions you're not actually planning to take or that are impossible to do

- *If I applied for that job, I would spend at least 2 days preparing for the interview* (you're not actually planning to apply).

**Note:** for this purpose, it is common to use a special modal form of the verb "to be" to show that the action is purely hypothetical.

- *If we were to focus our attention on fixing this bug, we would attract 20% more customers in the next month* (we're not actually planning to do this).
- *If I were to move to Spain, I would learn Spanish first* (I'm not actually planning to move to Spain).





## EXERCISE 2A

Choose the right option.

1. If I **know/knew** more context, I would be able to help you better.
2. If he **agreed/will agree** to our proposal, we could get started today.
3. If you could let me know what I did wrong, I **would really appreciate/really appreciate** it.
4. Would it be more convenient to you if we **will reschedule/rescheduled** the meeting?
5. If this issue ever occurred, I **wouldn't know/don't know** what to do.
6. It would make sense for us to migrate our client base if we **didn't have/wouldn't have** such a big client pool.
7. If you **will be/were** to tackle this issue, how would you approach it?



## EXERCISE 2B

Put the words in brackets in the correct form.

1. I am tired of sifting through tons of garbage online before I can find a book that can actually be valuable. If I **(have)** a reading list so that I could make the most effective use of my self-study time, I **(to be)** so happy.
2. If I **(to be less tired)**, I **(go)** to the gym, but I guess it's not happening today.
3. I don't think you can call Jim lazy. If he **(not care)** about his job, he **(not stay)** at his desk until 9 p.m. every day.
4. If they **(to fail)** the production phase again, their manager **(to be fired)**.
5. If you **(to feel)** like going on a business trip, consider using this app.
6. We need to be careful here; if we **(to charge)** too much for the application, nobody **(to want)** to use it.
7. I know that saving funds isn't our priority. But if we **(to want)** to do that, that **(to benefit)** the company
8. If the results of the survey **(to be)** to be favorable, we **(to implement)** to implement the new feature.



## EXERCISE 3

Continue the sentences with your own ideas.

1. If I had my own island, \_\_\_\_\_
2. If you want to learn a foreign language, \_\_\_\_\_
3. If you don't want to miss the deadline, \_\_\_\_\_
4. If we hired 10 more developers, \_\_\_\_\_
5. If I had an extra hour every day, \_\_\_\_\_
6. If I were to write a book, \_\_\_\_\_
7. If you focused on finding a good mentor, \_\_\_\_\_

# PRONUNCIATION

## 🔊 a<sup>ˈ</sup>c EXERCISE 1A

Listen to the recording (track 10.2) and repeat.



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- collaborative
- innovative
- applicable
- comfortable
- readable
- revolutionary
- visionary

## 🔊 a<sup>ˈ</sup>c EXERCISE 1B

Listen to the recording (track 10.3) and repeat.



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Compound nouns (nouns that are made up of two words) are always pronounced with the stress on the **first word**.

- notebook
- laptop
- airport
- whiteboard
- website
- input
- app store

## 🔊 a<sup>ˈ</sup>c EXERCISE 1C

Listen to the recording (track 10.4) and repeat.



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Some words change their stress depending on whether they are nouns or verbs.

Nouns	Verbs
Per <u>mit</u>	Per <u>mit</u>
Sur <u>vey</u>	Sur <u>vey</u>
Re <u>cord</u>	Re <u>cord</u>
Pro <u>ject</u>	Pro <u>ject</u>
Pro <u>test</u>	Pro <u>test</u>
In <u>sult</u>	In <u>sult</u>
Lo <u>g</u> -in	Lo <u>g</u> in

## EXERCISE 2

Read the sentences out loud. Then listen to the recording (track 10.5) and check your pronunciation.



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1. If you want to show your support, you can donate via PayPal over on my website.
2. We can't project any specific sales numbers yet.
3. Are you having an issue with the log-in? Try and log in from a different device.
4. Please complete this 5-minute survey when you get a chance.
5. We've installed CCTV cameras to survey the premises.
6. Have you recorded your answer? Let me listen to the record.

# SPEAKING & SOFT SKILLS

## Speaking about your goals

### EXERCISE 1

Read the introductory text and complete the sentences with your own goals.

Speaking of building a successful career path and leading the lifestyle of your dreams, **verbalizing** your goals plays a crucial role in that.

#### verbalize

Pronunciation  /və:'b(ə)lɪz/

Translate **verbalize** into Spanish

#### VERB

(British **verbalise**)

[WITH OBJECT]

- 1 Express (ideas or feelings) in words, especially by speaking out loud.

*'they are unable to verbalize their real feelings'*

It will also help you connect with people during a job interview or a networking event as they will be able to get a better understanding of who you are and what value proposition they can offer you. Here are some phrases that can help you explain your goals to others:

1. In the near future, I'm planning to...
2. My primary goal at the moment is to...
3. I'd love to...
4. Currently, I'm putting most of my focus/energy towards...
5. I'm hoping to (be able to)..... by (the end of the year)
6. My top priority at the moment is to...

# WRITING & SOFT SKILLS

## Writing a reach-out letter

### EXERCISE 1A

Read the two messages (a-b). Which one do you would be better suited:

- a) For someone you don't know very well or have never met in-person?
- b) For someone you know and have established a relationship with?

### EXERCISE 1B

Fill in the gaps with the words from the box.

struggling with · word of mouth · tips · predicament

- a) Hi Gary,

**Thanks so much for your blog!** Your last article on web dev frameworks gave me a couple of great ideas to use in my future projects.

**I'm currently finding myself in a** \_\_\_\_\_ and when I wondered who to turn for help, you seemed like the right person. I'm a full-stack web developer trying to launch an independent freelancing career. While I am confident in my skills and have a few good projects in my portfolio, I am \_\_\_\_\_ growing my client base. I get most of my clients through \_\_\_\_\_ and referrals but the business isn't as successful as I'd like it to be.

Do you have any \_\_\_\_\_ to share? Any ideas on what I should do? **I'd highly appreciate any advice you could give me.**

Thanks a lot for your help!

connect · set up · expert help · favor · take

b) Hi Sam,

As you may already know, you're someone I look up to. **I've been thinking about a few things I could improve** in writing sleek code and I could really use some \_\_\_\_\_. Could we \_\_\_\_\_ a time for me to ask you a few career-related questions? I don't think it will \_\_\_\_\_ more than 20 minutes of your time.

**Let me know if we can \_\_\_\_\_ next week** and what time works best for you.

I'll be sure to return the \_\_\_\_\_ as soon as I can.

Thank you!

## EXERCISE 2

You want to grow fast in your career. Think of who you would like to be your mentor to guide you on this journey. It can be someone you know or someone you don't know yet. If it's someone you

don't know, try to find as much information about them online as you can before you reach out to them.

**Write a reach-out message, using the examples above.**

Twitter is a wonderful place to connect with people from all over the world. You can start networking on Twitter by reaching out to Anna at @anna\_gandrabura

**DROP A FOLLOW >>**



# GLOSSARY OF TECHNICAL TERMS

**Kick-off meeting** — the first official meeting of a group of people who will be working together on a project.

**Whiteboarding session** — the process of collaborating during brainstorming sessions on a whiteboard, remotely or in-person.

**Code review** — a software quality assurance activity in which one or several people check a program mainly by viewing and reading parts of its source code.

## **If you want a little extra practice:**

### Reading

Check out this list of online mentoring platforms for business and career development.

[READ ARTICLE >>](#)

### Fun stuff

Check out this podcast on career growth. The episodes are under 20 minutes long!

[LISTEN TO PODCAST >>](#)

### Fun stuff

Learn 4 super modern business idioms in Anna's podcast.

[GO TO EPISODE >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 10.

1. Are you sure you \_\_\_\_\_ this thing \_\_\_\_\_? There seem to be a few major issues with this course of action.  
a) think, about  
b) thought, through  
c) took, over
2. Try to resist \_\_\_\_\_ pressure. Your friends and coworkers don't always know what's best for you.  
a) superior  
b) peer  
c) transparent
3. We're having great sunny weather today. I'm going to \_\_\_\_\_ and go to the beach.  
a) get it out of the way  
b) take advantage of that  
c) come into play
4. We're preparing for a big event so there are a lot of \_\_\_\_\_ to manage.  
a) logistics  
b) logical  
c) logics
5. She's really \_\_\_\_\_ to get promoted.  
a) overcoming  
b) dedicated  
c) striving
6. You can \_\_\_\_\_ me tomorrow and we'll set up a meeting.  
a) ping  
b) target  
c) call to
7. You have to be very literal with Josh. He can't \_\_\_\_\_ on sarcasm.  
a) go over  
b) come over  
c) pick up
8. I came \_\_\_\_\_ in 2017 and took over the project.  
a) to board  
b) to the company  
c) on board
9. Predicament is similar to:  
a) sudden success  
b) difficult situation  
c) carefully planned agenda
10. If you \_\_\_\_\_ to learn more about our product, consider subscribing to our newsletter.  
a) would  
b) want  
c) will need

11. I \_\_\_\_\_ grateful if you \_\_\_\_\_ donating to this charity cause.

- a) would, would consider
- b) would be, considered
- c) will be, considered

12. If I \_\_\_\_\_ you, I \_\_\_\_\_ do that.

- a) were, wouldn't do
- b) were to be, can
- c) will be, ---

13. Choose the most polite option:

- a) If we update the logo, it will help us attract new audiences
- b) If we updated the logo, it would help us attract new audiences
- c) Can we please update the logo?

14. Choose the sentence that refers to an entirely hypothetical situation.

- a) If we jump on this opportunity now, we will have an excellent chance of gaining more visibility
- b) If we were to accept this offer, we would have to go through a lot of changes
- c) I will be back on August 6 in case you need to talk to me

15. Choose the sentence that refers to something that is very unlikely to happen.

- a) If you need a link to those files, I'll shoot it to you after the meeting
- b) If we got 100 new customers in the next month, we would become profitable
- c) If you were to travel outside of your country, where would you want to go?

16. Choose the correct sentence.

- a) Can you remind me about it in case I forget?
- b) If I would work there, I would be very happy
- c) You would feel much better if you did sports regularly

 **CHECK ANSWERS >>**

# REVISION

(UNITS 9-10)

## VOCABULARY

### ■ PART 1.

Part 1. Complete the sentences with the words from the box.

Up · Keep · Challenged · Hand · Embrace

1. Being a software engineer and working on a team go hand-in-\_\_\_\_\_. You have to set \_\_\_\_\_ meetings with your teammates and \_\_\_\_\_ up with everyone's updates. When your ideas are \_\_\_\_\_, you need to politely explain your rationale and \_\_\_\_\_ the opinions of others.

Invaluable · In place · Peers · Milestones · Overcome

2. My mentor shared a few \_\_\_\_\_ bits of advice that helped me \_\_\_\_\_ the obstacles that I faced later on in my career. He also advised on how to put an actionable plan \_\_\_\_\_ and hold myself accountable for achieving important \_\_\_\_\_. Thanks to him, I learned how to network with \_\_\_\_\_ and industry leaders.

## ■ PART 2.

Choose the right option.

1. Which word is the opposite of “doubt”?
  - a) assume
  - b) devise
  - c) embrace
2. Which word is most similar to “land”?
  - a) step
  - b) get
  - c) oversee
3. Which word is the opposite of “approximately”?
  - a) around
  - b) casually
  - c) swiftly
4. Which word is similar to “venture”?
  - a) project
  - b) space
  - c) kernel
5. Which word is most similar to “strive”?
  - a) attempt
  - b) depend
  - c) confuse
6. Let's deal with these burning questions first and get them out of the \_\_\_\_\_ .
  - a) path
  - b) way
  - c) territory
7. Please, take \_\_\_\_\_ of this opportunity.
  - a) the advantage
  - b) advantage
  - c) attention
8. Those concerns won't come into \_\_\_\_\_ until we build a working MVP
  - a) notion
  - b) play
  - c) work



# GRAMMAR

## ■ PART 1.

Choose the correct option.

1. He **can't/mustn't** be the person we're looking for.
2. This method **must/might** work even though the chances of that are not that high.
3. You **should/can** seize this opportunity because you won't get another chance.
4. We encountered a critical bug one day before the product was ready to be shipped so we **should/had to** postpone the launch and take an extra day to fix it.
5. The second column from the left **should/can** disappear when the user clicks the "join" button but the button doesn't seem to work.
6. You **could/might** try this app. I'm not a big fan of it but there are some people that recommend it.
7. We have to book our spot now or we **have to / will have to** pay double the current price.
8. This **could/must** be the reason why the load speed was so low. There's no other option.

## ■ PART 2.

Connect the sentence halves.

- |   |   |
|---|---|
| 1. We will let you know                                   | a) he wouldn't practice data structures for 4 hours every day |
| 2. If you're still not sure which option is right for you | b) we would have to hire an additional team                   |
| 3. If he didn't aspire to become a Google engineer        | c) if you expressed them in a friendlier way                  |
| 4. I would feel more motivated to study                   | d) as soon as the problem is solved                           |
| 5. If we were to implement this feature                   | e) feel free to book a free consultation on our website       |
| 6. We will be able to attract a bigger audience if        | f) we won't be able to move forward                           |
| 7. Until we figure out what causes the issue              | g) we target a different market segment                       |
| 8. They would be more receptive to your requests          | h) if I didn't have to do it alone                            |

# SOFT SKILLS

Correct 5 mistakes in the message.

*Hi, I'm Danbee.*

*I create websites for online coaches so that they can get more clients, empowering more people while doing work they truly love.*

*What if you **will be able to** book more sales calls with some simple tweaks to your homepage?*

*My free checklist will show you how to tweak your homepage copy so you **can to** stand out from the crowd and connect with your dream clients.*

*How awesome **it feel** to wake up to emails from people who want to pay you for your help?*

*That's what's possible when your homepage **will get** people to stick around and get to know you better.*

If you signed up for a free resource, your copy is on its way to your inbox.

In the meantime...

If you're struggling to find the right words when it **come** to writing copy for your website...

I've got a limited-time offer for you...

 **CHECK ANSWERS >>**



# LESSON 11

## TOP-NOTCH RESUME



### AGENDA: YOU WILL LEARN

#### Vocabulary:

How to write a solid resume. Best tips and examples.

#### Grammar:

Articles.

#### Pronunciation:

Resume-related words.

#### Speaking & Soft Skills:

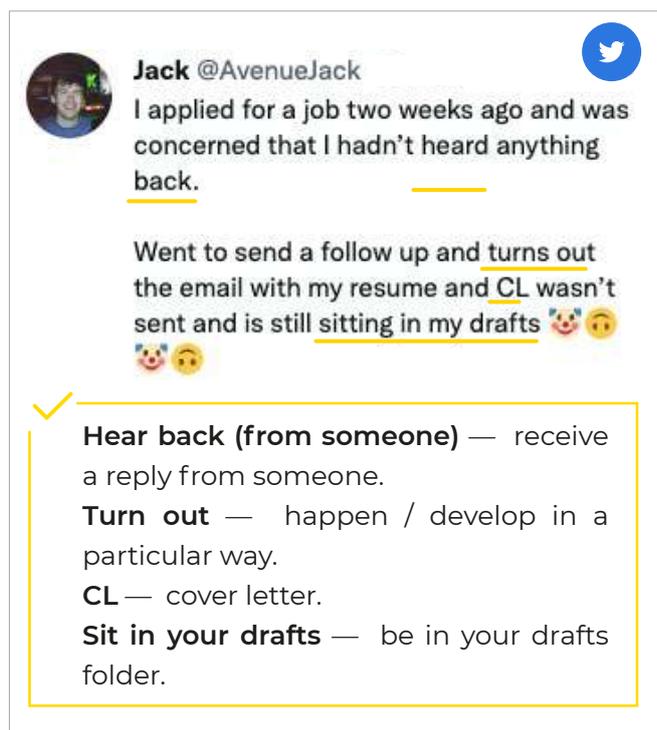
Phone interview.

#### Writing & Soft Skills:

Writing a top-notch resume.

### WARM-UP 1

Read the tweet. How did Jack mess up? What mistake did he make?



**Jack @AvenueJack** I applied for a job two weeks ago and was concerned that I hadn't heard anything back.

Went to send a follow up and turns out the email with my resume and CL wasn't sent and is still sitting in my drafts 😬😬

✓ **Hear back (from someone)** — receive a reply from someone.  
**Turn out** — happen / develop in a particular way.  
**CL** — cover letter.  
**Sit in your drafts** — be in your drafts folder.





## WARM-UP 2

In your own words, explain the purpose of a resume and a cover letter. Did you submit both when you applied for your last job? What are the qualities of a good resume?

# READING



## EXERCISE 1A

Read the article. Based on what you've read, are the following things a good or a bad idea to do? Sort them into the two columns.

1. List out all of the jobs you've ever held in your life
2. Use bullet point to describe your accomplishments
3. Use numbers to describe you work experience
4. Say how old you are and include your photo
5. Put a link to your LinkedIn profile
6. Ask other people to take a look at your resume and give you feedback

Good idea	Bad idea

## 6 TIPS FOR CREATING A KILLER RESUME

A resume (also called CV in Europe) is a summary of your professional experience **tailored for** a particular position that you're **applying** for. How can you make sure your resume is good enough to **stand out** and get you interviews? Follow these 6 tips.

## 1. KEEP IT RELEVANT TO THE POSITION

You shouldn't treat your resume as a **comprehensive** list of all the jobs you've ever held. Your resume is more of a marketing tool that you can use to convince a specific company to hire you for a specific job. The first thing you need to do is think about how you're going to relate your current skills and experience to the job that you want to get.

## 2. TAKE OFF ANY UNNECESSARY PERSONAL INFORMATION

Some information is just not worth sharing. Your **prospective employer** doesn't need to know about your hobbies, your age or marital status so be sure to remove any such details from your resume.

However, job-relevant personal projects and links to professional media platforms (GitHub, LinkedIn, Dribbble etc.) should definitely be included.

## 3. FOCUS ON ACHIEVEMENTS

Too often, **job seekers** make the mistake of listing out the job duties they were expected to fulfil instead of describing the value they brought to the company or the project. What you want to do is focus on quantifiable achievements that **showcase** you as an engaged person who takes initiative. For example: **"Boosted** the app's accuracy by over 4% by automating the creation of training data"

## 4. BE CONCISE

It is generally recommended that you keep your resume to one page, no matter how **extensive** your experience is. Creating a good resume is basically a matter of writing and editing things down until you're left with the most important and valuable information that shows that you're a great match for the job. Instead of writing long paragraphs, use bullet points to outline your skills and achievements.

## 5. LEVERAGE KEYWORDS

When you read the **job description**, pay attention to which words are used the most. Which skills does that job require? Which technologies do you need to be familiar with? Make sure you mention them in your resume as it will increase the chances of your resume getting past the initial screening process and into the hands of HR.

## 6. FORMAT AND EDIT

**Proofreading** is essential. Make sure your resume is typo-free and your grammar is on-point to eliminate the risk of making a bad impression **right out of the gate**. A silly mistake or a missed character might cost you the job!

Your resume's visual appeal and readability are important too. Make sure you have enough **white space** between different sections so that your resume is easy-to-read. You might want to get another pair of eyes on your resume before you start sending it out because any feedback is helpful.

🔊 Listen to the recording of the text (tracks 11.1) and check your pronunciation. As an extra challenge, try to pronounce the following words from it: **resume, initiative, accuracy, company, character.**



[Open in Google Drive](#)

## **Ab** EXERCISE 1B

Review the text and find the highlighted words that mean:

1. Immediately.
2. Reviewing the written work and marking any errors.
3. Including all aspects of something
4. Submit a request.
5. Adapt for a particular purpose.
6. People looking for a job.
7. A letter or symbol.
8. The “empty” area of a page.
9. Someone who can give you a job.
10. Be noticeable due to uniqueness.
11. The tasks and duties of a job.
12. Persuade.

## **Ab** EXERCISE 1C

Connect the remaining highlighted words from the text to their **antonyms** (words that mean the opposite).

- |              |                     |
|--------------|---------------------|
| 1. Showcase  | a) Small, limited   |
| 2. Extensive | b) Hide             |
| 3. Boost     | c) Add              |
| 4. Take off  | d) Hinder, decrease |

## **Ab** EXERCISE 1D

Complete the sentences with the words from Exercise 1C (1-4).

1. He \_\_\_\_\_ his email \_\_\_\_\_ his resume.
2. We have conducted \_\_\_\_\_ research on this topic.
3. I \_\_\_\_\_ sales by over 50% within 2 months.
4. If you want to \_\_\_\_\_ your work, you will need a portfolio.

## EXERCISE 2

Think about your resume and answer the questions.

1. When was the last time you updated it?
2. What does it look like? Did you use a template or create your own design from scratch?
3. Did you follow any of the 6 tips from the text when you were writing it?

## EXERCISE 3A

Let's take a look at an example of a great resume.

Study the resume on the next page along with the provided tips and answer the following 6 questions.

1. The “Skills & technologies” section in this resume is effective because:
  - a) it is short
  - b) it is visible and clearly structured
  - c) it rates each skill on a scale from 1 to 10
2. It's a good idea to put your education:
  - a) at the bottom of your resume
  - b) before professional experience
  - c) in the most visible part of your resume
3. Your projects section should:
  - a) not be included in your resume
  - b) contain links to each project along with a brief description
  - c) follow a strict chronological order
4. It's better to stick to a:
  - a) one-column layout
  - b) two-column layout
  - c) three-column layout
5. The summary of qualifications is effective because:
  - a) it uses the first person pronoun
  - b) it details the person's education
  - c) it concisely describes the person's experience and skill level



<p><b>Ben Clover</b> UX Designer</p>	<p><b>Github:</b> <a href="#">benclover</a> <b>LinkedIn:</b> <a href="#">linkedin.com/in/benclover</a> <b>Portfolio:</b> <a href="#">cloverux.com</a><sup>*1</sup></p>
<p><b>Summary of Qualifications</b><sup>*2</sup> Experienced UX designer with a robust full-stack developer background.</p>	
<p><b>Skills &amp; Tech</b><sup>*3</sup></p>	<p><b>Professional experience</b></p>
<p><b>Languages</b> HTML5 CSS (LESS / SCSS) JavaScript (Type-script, ES6, NodeJS) Python</p> <p><b>Libraries &amp; Frameworks</b> Django React Express Angular</p> <p><b>Libraries &amp; Frameworks</b> Django React Express Angular</p> <p><b>Hosting</b> AWS Cloudfront</p> <p><b>Dev Tools</b> Editors: VS Code Version Control: Git, SVN</p>	<p><b>Amazon, Seattle WA — Design Technologist</b> January 2019 — Present   Python, Django, Wagtail, React, AWS</p> <ul style="list-style-type: none"> <li>• Supports<sup>*4</sup> an internal-facing CMS supporting many internal customers</li> <li>• Builds and releases new features on a regular basis</li> <li>• 1) _____ in developing automation toolsets, often using NodeJS-based libraries</li> </ul> <p><b>Wylei, Remote — Software Engineer</b> March 2016 — October 2018   NodeJS, Angular, Express, MongoDB</p> <ul style="list-style-type: none"> <li>• Architected<sup>*5</sup>, developed and maintained code for a SaaS platform where users created marketing campaigns with customized analytics dashboards</li> <li>• Planned and 2) _____ tasks to contracted developers and maintained code repositories that were unit tested and production ready</li> <li>• Developed, deployed and actively monitored services running on AWS</li> </ul> <p><b>Appmobi, Poughkeepsie, NY — Web Engineer</b> May 2015 — March 2016   PHP, LESS, Drupal, Codeigniter</p> <ul style="list-style-type: none"> <li>• 3) _____ with clients daily to resolve issues<sup>*6</sup> and coordinate projects launches</li> <li>• 4) _____ development on a responsive, full site redesign of InsightCuba resulting in a new website that attracted 70% more daily user traffic</li> </ul> <p><b>Perfect Computer Solutions, New Paltz, NY — Web developer</b> September 2014 — May 2015   PHP, HTML, CSS, PHP, Javascript, MySQL</p> <ul style="list-style-type: none"> <li>• Improved client SEO and 5) _____ legacy static legacy website to be fully responsive</li> </ul>

<sup>\*1</sup> Links to relevant professional media at the top

<sup>\*2</sup> this section is a concise (1-2 sentences) overview of yourself as a professional. Note, that you're not supposed to use the first person pronoun (i.e. "I")

<sup>\*3</sup> Skills are highlighted in a separate section and grouped by relevance

<sup>\*4</sup> Present Simple for the current job

<sup>\*5</sup> Past Simple for jobs held in the past

<sup>\*6</sup> use the infinitive (to + verb) to describe the purpose of your actions and initiatives

Education*7	Professional experience*8
<p><b>Bachelor of Science 2011-2017</b></p> <p>Major in Computer Science Minor in Theater Arts</p>	<p><b>The Gem Exchange, Webmaster, thegemexchange.net</b></p> <p>Dec 2017 — present   AWS, Django, NodeJS</p> <ul style="list-style-type: none"> <li>Designed and built the product with the goal of making years worth of business data manageable by a globally distributed team.</li> </ul> <p><b>Sprites and Dice, Cofounder, Webmaster, spritesanddice.com</b></p> <p>April 2013 — present</p> <ul style="list-style-type: none"> <li>6) _____ various roles over the years including: writer, editor, and web developer. Currently developing version 3.0 of the site using Django, with the intent of creating custom automation tools for site staff</li> </ul>

\*7 Education is at the bottom and relevant work experience is given priority

\*8 The projects' purpose and functionality is outlined and the working links are attached

## EXERCISE 3B

You probably noticed that some words are missing from the resume. They are called action verbs because they describe actions or accomplishments. You want to start every bullet point in your work experience section with a strong action verb to attract attention.

**Complete the resume with the action verbs from below.**

led • delegated • assumed • interacted • assists • upgraded



### ANGLISH TIP

@anna\_gandrabura

*A few ideas on how you can make your resume more effective.*

*Go to [Canva.com](https://www.canva.com) and pick a nice-looking template. There are some awesome free options available! (pick a template)*

*Use a keyword generator (such as **Tagcrowd**) to help you figure out which keywords the employer will be looking for. Just drop the job description in the text field and visualize the word cloud. It's a fun tool that you can use for many other purposes as well [tagcrowd.com](https://www.tagcrowd.com) (Try it).*



# GRAMMAR

## Articles

### EXERCISE 1A

Read the text and observe the way articles are used.

Founded in 2018, Mira Robotics unveiled **a** new robot earlier this year, promising that **the** robot, when it goes on sale in 2020, will be able to carry out **a** variety of household tasks, starting with emptying a washing machine and folding clothes.

This may sound like **a** simple job, but it's incredibly challenging for robots. Getting **a** machine to fold **a** T-shirt requires not only **an** understanding of how soft materials, such as cloth, deform, but also the ability to perceive visual cues and the mechanical dexterity to manipulate that object. It's knowledge that's intuitive for humans but **a** real challenge to capture in code. Even cutting-edge research labs can't make robots that can perform this task as nimbly as humans.



### EXERCISE 1B

Choose the right option.

1. What is the reason for using “the” in this sentence?

*Founded in 2018, Mira Robotics unveiled a new robot earlier this year, promising that **the robot**, when it goes on sale in 2020, will be able to carry out a variety of household task.*

- a) The reader already knows about the robot because it was referenced earlier in the text.
- b) It's a proper name.
- c) It's new information.

2. What is the reason for using “a” in this sentence?

*Getting **a machine** to fold **a T-shirt** requires an understanding of how soft materials, such as cloth, deform.*

- a) It's the second time we read about this machine and this T-shirt.
- b) It can be any robot and any T-shirt.
- c) These are uncountable nouns.



## EXERCISE 2A

Review the rules. Complete the gaps in the table:

- uncountable nouns (that are not specified)
- no prior reference
- specific / unique

A (an)		The		No article	
_____	<i>I am building an app.</i>	Prior reference	<i>The app is going to help you find comedy shows in your area.</i>	Generalizations (for plural nouns)	<i>Cats are harder to train than dogs.</i>
Unspecific / one of many	<i>I see a cat outside.</i>	_____	<i>The cat is outside (the one you're looking for).</i>  <i>The Sun is out (there is only one).</i>	_____	<i>Do you have money?</i>  <i>I receive feedback every day.</i>



**ANGLISHTIP**  
@annglish\_

Quick shortcut:

A = some / any

The = this

### OTHER COMMON RULES:

**Jobs, nationalities, beliefs: A/AN** — He's a software engineer and an Irishman.

**Numbers: A/AN** — I need a hundred thousand copies.

**Prices, speeds: A/AN** — 60km an hour, 50 dollars a piece.

**Musical instruments: THE** — I learned to play THE guitar when I was fourteen.

**Countries in the plural form or composed of more than 1 word: THE** — Have you ever been to the Netherlands ?

My brother lives in the United Kingdom.

## GRAMMAR CHEAT SHEET

Here are some questions you need to ask yourself when you decide which article to use:

- Is the noun singular? — Yes — a / the
- Is the noun plural? — Yes — the / no article
- Is the noun uncountable? — Yes - the / no article

Singular	Plural	Uncountable
I heard a noise.	I heard noises.	I don't like drinking cold water.
I'm reading the resume that I got yesterday.	I'm reading the resumes that I got yesterday.	The water you bought is ice cold.

### EXERCISE 2B

Complete each sentence with **a/an, the or no article**.

1. Even \_\_\_ most advanced chatbots can't hold a decent conversation, but AI systems are definitely getting better at generating the written word.
2. You're seeing this page because it looks like you're outside \_\_\_ UK.
3. Alexa Guard is \_\_\_ easy, free way to protect your home with some basic security features.
4. The app is the fruit of collaboration between Google and Es Devlin, \_\_\_ artist and renowned stage designer who's worked with everyone from the UK's National Theatre to Kanye West, Beyoncé, and Adele.
5. This live stream plays \_\_\_ endless death metal produced by an AI.
6. The AI won 7,215 matches against humans, losing only 42 in \_\_\_ process.
7. Leiden University is running a series of studies in \_\_\_ hope of improving cognitive functioning or psychological wellbeing.
8. At the top, there would be a pressure-controlled set of ultra-exclusive hotel rooms where you can see \_\_\_ sunrise and \_\_\_ sunset at 4,000 meters.
9. All children love to learn, but many have a hard time with education and some have big problems with \_\_\_ school.
10. There's \_\_\_ good wine bar in the town center, right?



## EXERCISE 2C

Complete the messages with **a/the/no article**.

1. We couldn't find \_\_\_ page you were looking for. Maybe our FAQ can help?
2. This is \_\_\_ 404 error, which means you've clicked on \_\_\_ bad link or entered \_\_\_ invalid URL.
3. We use \_\_\_ cookies for better user experience
4. Our mission is to help \_\_\_ people get \_\_\_ great jobs
5. To create \_\_\_ new workspace, click on \_\_\_ button below
6. Join 5K subscribers and keep up with \_\_\_ latest developments in \_\_\_ evolving industry of UX writing
7. Please, include \_\_\_ @ in \_\_\_ email address.
8. We sell domains. Buy \_\_\_ custom domain now to help people find you on \_\_\_ web.



There are plenty of fixed expressions that feature articles. Check out the cheatsheet.

[VIEW CHEATSHEET >>](#)



## EXERCISE 3

Talk about:

1. The last time you interviewed for a job.
2. An interesting course you took.
3. A topic you want to know more about.



# PRONUNCIATION

## EXERCISE 1A

Listen to the audio recording (11.2) and repeat the following words:



[Open in Google Drive](#)

- CV
- Resume
- Template
- Certificate
- Intermediate
- Determined
- Analysis
- Diversified
- Supervised

## EXERCISE 1B

Sort the words above into the columns. There will be 2 words leftover.

Stress on the first syllable	Stress on the second syllable

# SPEAKING & SOFT SKILLS

## EXERCISE 1A

Read the text and fill in the blanks with the words from the box.

for · put together · off the top of my head · professional growth · as ·  
· regarding · benefit · cutting-edge · to ensure · on top of that · over

Phone interviews are often used by companies as a screening tool. They help determine whether the candidate has the communication skills and the expertise required to pass on to the next stage of the hiring process.

Let's take a look at a few common questions you might expect in a phone interview.

### DESCRIBE WHAT YOU DO IN YOUR CURRENT ROLE.

I am currently working for a learning platform company. \_\_\_\_\_ a full-stack Java developer, I am responsible \_\_\_\_\_ designing, developing and maintaining our own IDE as well as software architecture. \_\_\_\_\_ the years, I've also gained experience coaching and mentoring new team members and communicating with stakeholders. For the past 2 years, I've been in charge of partnering with key stakeholders to troubleshoot issues and plan for the optimization of environments.

### TELL ME ABOUT A FEW SUCCESSFUL CASES FROM YOUR EXPERIENCE.

The first case has to do with negotiation skills.

I negotiated with executives and stakeholders \_\_\_\_\_ the implementation of new features and refactoring of the existing legacy code. Most recently, I \_\_\_\_\_ a presentation to convince our CTO how implementing a live chat feature would \_\_\_\_\_ the product. When doing negotiations, I try to find the right individual approach. Since most executives are big fans of data, I make sure to leverage that in my negotiations and present a data-driven initiative.

Another case is related to leadership.

I managed 4 new team members and delegated tasks \_\_\_\_\_ continual code maintenance. I helped those people grow and provided the necessary guidance and challenge. All of these people have since been promoted to Middle developers and are still working at the company. \_\_\_\_\_, I am seen as the go-to person for conflict resolution within my team.

These are the cases I can give you \_\_\_\_\_. If you have any specific questions, I'll be happy to think of some more.

### WHAT ARE YOU LOOKING FOR IN YOUR NEXT JOB?

I feel like I've learned everything I could learn in my current role and I'm looking for new challenges and \_\_\_\_\_. I'd like to work on bigger projects that are known globally and continue developing my knowledge of \_\_\_\_\_ tools. I'd also love to expand my professional network and collaborate with intelligent people from different backgrounds. I'm sure your company will provide me with that opportunity.

## EXERCISE 1B

Answer the questions in Exercise 1A.

# WRITING & SOFT SKILLS

## EXERCISE 1

Update your resume (or write a new one from scratch) using the tips from the lesson.

<b>Summary of Qualifications</b>	
<b>Skills &amp; Tech</b>	<b>Professional experience</b>
<b>Education</b>	<b>Professional experience</b>

You can get your resume and/or portfolio checked by an English For IT instructor at any time.

**BOOK RESUME REVIEW >>**

# GLOSSARY OF TECHNICAL TERMS

**CMS (content market system)** — a computer software used to manage the creation and modification of digital content.

**NodeJS** — an open-source, cross-platform, back-end JavaScript runtime environment.

**SVN (Subversion)** — a software versioning and revision control system distributed as open source under the Apache License.

**Django** — a Python-based free and open-source web framework.

**SaaS (Software as a service)** — a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.

**Unit test** — a way of testing a unit — the smallest piece of code that can be logically isolated in a system.

**SEO (Search Engine Optimization)** — the process of improving the quality and quantity of website traffic to a website or a web page from search engines.

## **If you want a little extra practice:**

### Video

Check out the video on how to write a resume for Google.

[WATCH VIDEO >>](#)

### Fun stuff

Check out this free platform where you can do mock interviews with peers.

[PRAMP >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 11.

1. He stood \_\_\_\_\_ among other candidates because of his excellent communication skills.  
a) from  
b) about  
c) out
2. His observations are always \_\_\_\_\_. He has a great eye for detail.  
a) on-point  
b) detailing  
c) full
3. This list is not \_\_\_\_\_. You can update it with your own resources.  
a) proofread  
b) comprehensive  
c) aligned
4. You need to be prepared to talk about your experience right out of the \_\_\_\_\_.  
a) fence  
b) call  
c) gate
5. Which of the following can be considered an action verb?  
a) boosted  
b) worked  
c) was responsible for
6. Choose the word that is NOT the synonym of "improve".  
a) upgrade  
b) assume  
c) boost
7. They organized a networking event for \_\_\_\_\_ to help them connect with prospective employers.  
a) employees  
b) interns  
c) job seekers
8. Make sure to \_\_\_\_\_ your projects on your resume, they're really awesome.  
a) hide  
b) take off  
c) showcase
9. Choose the word where the stress falls on the last syllable.  
a) certificate  
b) report  
c) template
10. Have you seen \_\_\_\_\_ new Python developer? He is supposed to start today.  
a) a  
b) -  
c) the

11. He taught me how to write \_\_\_\_\_ clean code.

- a) a
- b) the
- c) -

12. I'd love to start \_\_\_\_\_ youtube channel but I'm a little anxious about speaking to the camera

- a) a
- b) the
- c) -

13. I have \_\_\_\_\_ new email address. I don't use \_\_\_\_\_ old one anymore.

- a) a, the
- b) the, an
- c) -, an

14. I have to check in with \_\_\_\_\_ guys on my team.

- a) the
- b) -
- c) a

15. I think \_\_\_\_\_ sign up button is a bit too big. It doesn't fit in with the rest of the design.

- a) -
- b) a
- c) the

16. \_\_\_\_\_ QA team has started testing \_\_\_\_\_ feature we discussed last month.

- a) the, a
- b) -, the
- c) the, the

 **CHECK ANSWERS >>**

# LESSON 12

## JOB INTERVIEW



### AGENDA: YOU WILL LEARN

#### Vocabulary:

Writing a reach-out message.

#### Grammar:

Useful grammar for your resume.

#### Pronunciation:

Why recruiters might not understand your English.

#### Speaking & Soft skills:

Answering job interview questions.

#### Writing & Soft skills:

Creating a resume.



### WARM-UP

Read the tweet. Have you ever bombed any interviews? How do you think you should prepare for an upcoming interview?



Halli  @iamharaldur



Interviewing for a new job is stressful. I've bombed my fair share.

To get better at them I used to interview at a lot of places. Over time I learned the ropes and they became easier.

I highly recommend doing some practice interviews before you do the one you really want.

✓ **Bomb** — fail terribly.

**(My) fair share** — quite a lot.

**Over time** — gradually

**Learn the ropes** — learn how a particular job or task is done.

# READING

## EXERCISE 1A

Look at the following common job interview questions. In your view, what do recruiters and hiring managers expect to hear when they ask them?

1. What can you tell me about yourself?
2. What are your strengths?
3. What are your weaknesses?
4. Tell me about a challenge you've encountered. How did you deal with it?
5. Have you ever received difficult feedback or had a disagreement with a coworker? How did you handle the situation?
6. Tell me about a time you helped improve or innovate something
7. What are your goals for the future?

## EXERCISE 1B

Skim the text and complete the answers with the words from the box.

won't be the case • to the table • feel in my element • conversion rate • work out  
lately • came to mind • address • robust • ended up • rewarding • rolled out

**When you're being interviewed for a job, the interviewer is looking to confirm three things:**

1. Can you do the job? (Do you have the required skills and training?)
2. Will you do the job? (Are you motivated to take on certain challenges? Will you be able to grow in this role?)
3. Are you a good team fit? (Are you an easy person to work with? Will you fit in with the rest of the team?)



If you manage to check off all three points, you are very likely to get the job offer! It's important to remember that you can leverage every interview question as an opportunity to show that your skill set and values match the position's requirements.

What sort of questions are you likely to be asked and why do interviewers ask them? [Let's take a detailed look.](#)

## 1. WHAT CAN YOU TELL ME ABOUT YOURSELF?

**Focus:** communication skills, job fit T.

The interviewer needs to understand if you can communicate effectively and have the right experience for the role. He or she needs to have a clear idea of what value you can bring to the company based on your answer to this question

I'm a full-stack developer **proficient** in designing user interactions on websites, developing and designing APIs and ensuring cross-platform optimization. I also have a background in design which allows me to 1) \_\_\_\_\_ when I'm collaborating with UI/UX designers on implementing new design features and understand their perspective which facilitates communication. I love designing 2) \_\_\_\_\_ applications that create an **extraordinary** user experience. I believe in life-long learning and always try to find more efficient ways of doing something.

## 2. WHAT ARE YOUR STRENGTHS?

**Focus:** relevant skills and competencies.

This question gives you an opportunity to showcase a specific skill set that make you a good match for the job or the project you're interviewing for.

I believe I **bring a customer-centric perspective** 3) \_\_\_\_\_. I'm not just focused on making the customer happy, I think critically to **come up with** the optimal technical solutions that would 4) their **pain points** and **fit** their business **needs**.

I also make sure to set realistic estimates and manage expectations from very early on to eliminate any potential misunderstandings and **bottlenecks** in the future.

## 3. WHAT ARE YOUR WEAKNESSES?

**Focus:** self-awareness.

In other words: "Are you an arrogant jerk?". All you need to do here is show that you're a humble person who is open to feedback without focusing too much on personal flaws.

I can be a bit shy to speak in meetings. I am often **under the impression** that my ideas will be **harshly** judged even when I know that 5) \_\_\_\_\_. I'm working on **building up** my confidence and not being afraid to pitch ideas or give my thoughts on an issue. 6) \_\_\_\_\_, I've been attending speaking clubs where I get to talk to other people in the IT field and learn to make compelling arguments. It's still work in progress but I feel like I've improved a lot in the past couple of months.

#### 4. TELL ME ABOUT A CHALLENGE YOU'VE ENCOUNTERED. HOW DID YOU DEAL WITH IT?

**Focus:** role-related skills, critical thinking.

This is an opportunity for you to present an interesting successful case from your experience.

The project I've found most challenging and 7) \_\_\_\_\_ was hand-translating the assembly-language code, art and music for the arcade game Mortal Kombat so that the whole game fit inside of a joystick and maintained its original gameplay and timing.

The challenge was that even though this project was done with full cooperation of the game's makers, there was no source artwork for the game's art assets so I 8) \_\_\_\_\_ having to **reverse engineer** all of the art assets from ROM images.

We did this project in a few months, with one programmer (me), one artist, and the contracting services of a great sound guy. It got great reviews and was a big hit with the fans of the original game.

I've done other equally challenging projects but this one was the first that 9) \_\_\_\_\_ because of the **pride** I could **take** in the results.

#### 5. HAVE YOU EVER RECEIVED DIFFICULT FEEDBACK OR HAD A DISAGREEMENT WITH A COWORKER? HOW DID YOU HANDLE THE SITUATION?

**Focus:** team fit, social and communication skills.

Show that you're someone who can work well with others and work on a team.

I choose to view conflict as an opportunity for positive change and improve-

ment. In the past, I've always been able to resolve conflict by speaking to my coworker directly in a professional manner and trying to 10) \_\_\_\_\_ a solution that would be beneficial for our common goal.

If we're disagreeing about something that's going to fundamentally impact the project, we discuss it between ourselves and see if we can reach an understanding. If we fail to **reach a consensus**, I will **escalate** the issue to our Project Manager.

#### 6. TELL ME ABOUT A TIME YOU HELPED IMPROVE OR INNOVATE SOMETHING.

**Focus:** motivation, job-fit.

If you can prove that you're able to innovate and drive the company forward, that will dramatically increase your chances of getting the job!

I once **took over** a mobile app project as a UX designer. I soon realized that the previous design had not been revised in a long time and had multiple UX issues. I spent a couple of weeks redesigning the UX and UI. The goal was to make the app more user friendly and improve the 11) \_\_\_\_\_ of free users to paying customers. After we 12) \_\_\_\_\_ the new design, the conversion rate went up by 50% and the app became more **in line with** the unique brand message.

 Listen to the recording of the text (track 12.1) and check your pronunciation.



[Open in Google Drive](#)

 Review the glossary of the highlighted words from the text and make sure you understand the meaning of each phrase.

<b>1. To be proficient in</b>	To have expert knowledge in.
<b>2. To feel in your element</b>	To feel comfortable and knowledgeable.
<b>3. Extraordinary</b>	Exceptional.
<b>4. Bring a customer-centric perspective to the table</b>	Contribute a professional attitude that is focused on the client.
<b>5. Come up with</b>	Create / invent.
<b>6. Pain point</b>	A problem your (potential) customer is experiencing.
<b>7. Pick up on</b>	Notice or detect.
<b>8. Optimal</b>	The best possible.
<b>9. Fit the needs</b>	Satisfy the requirement / provide the right solution to the problem.
<b>10. Estimate (noun)</b>	An approximate calculation.
<b>11. Be under the impression</b>	Think / assume.
<b>12. Harshly</b>	Heavily / strictly.
<b>13. Be the case</b>	Be true in a particular situation.
<b>14. Build up</b>	Strengthen / improve.
<b>15. Rewarding</b>	Making you feel like what you did was worth the effort.
<b>16. Reverse engineer</b>	To take apart an existing product in order to understand how its parts work together.
<b>17. Work out</b>	Find an answers to something (often through negotiation).
<b>18. Reach a consensus</b>	Reach an understanding and agreement.
<b>19. Escalate</b>	To address the issue to your higher-up.
<b>20. Take over</b>	Assume control over the project or task.
<b>21. Conversion rate</b>	The percentage of users who take a desired action.
<b>22. Roll out</b>	Release / launch.
<b>23. In line with</b>	Aligned with.



## ANGLISH TIP

English For IT

Keep your answers 1-3 minutes long and make them into a story. That means, instead of simply answering the question, **describe the context of the situation**, your **thought process** behind a particular decision and what **outcome** it had eventually.

### EXERCISE 2

Think back to your previous interview experience. What questions were you asked? What were your answers to them?

### EXERCISE 3

Answer the questions from exercise 1A. Try to use new phrases you've learned from this lesson. You can also use useful phrases below.

## USEFUL PHRASES

Linking words	Skills and interests	Describing results
Basically... In fact / actually... Fortunately... Unfortunately... I'd say..	I am passionate about... I am excited about... I have some experience with...	I figured out the solution by...(doing sth) We managed to meet the deadline by... What I learned from that was...



# GRAMMAR

## Prepositions



### EXERCISE 1A

Read the advert. What prepositions of time and place can you identify?

## ONLY AT MOMENTUM 2019 ON MAY 20-23, 2019

Cutting-edge demos, real-world applications  
by industry leaders, over 1,000 customers.

Don't miss three days of inspiring, informative content from global thought leaders, market disruptors, and trendsetters. It all happens **in** spring **at** Momentum 2019 **at** the JW Marriott, Phoenix Desert Ridge Resort and Spa **in** Phoenix, Arizona. The event begins **at** 1 p.m. **on** May 20 with Product Council Meetings. For 25 years, Momentum has attracted the best and brightest to come up and share their experience with everyone.

We will once again offer an intense learn-

ing opportunity through our Product & Industry Immersion Sessions, held **on** Thursday morning, for an even deeper dive into some of our solutions with the product experts who know them best.

Conference dress code is business casual. However, the temperature **in** the meeting rooms is much cooler than it is outside. Layered clothing may provide the greatest comfort. Also, keep **in** mind that the weather **in** Arizona during May is changeable, so please pack accordingly.



## EXERCISE 1B

Review and complete the rules.

### TIME:

**At** — time units that are specific (at 12:15 p.m.) or **smaller than a day** (at midday, at night).

**On** — **days and dates**: Days of the week (on Monday), Dates (on the 6th of July).

**In** — **time units larger than a day**: in summer, in 1984, in October.

**BUT**: for parts of the day we use **IN**: in the morning, in the afternoon, in the evening.

Choose the correct preposition for each row:

1. at / on / in? 1960s, May, the middle ages, winter
2. at / on / in? eleven a.m., sunrise, midnight, dinnertime
3. at / on / in? Sunday, the 25th of December, Wednesday morning

### PLACE:

**At** – **point, as a physical point or point as a place where you do something**: at work, I am at my desk, work at Google, at university, at the supermarket, at 22B Baker Street.

**On** – **surface**: on the 7th floor, the file is on my desk, on the river/ on the banks of Thames, on Baker Street.

**In** – **enclosed physical space (it has borders)**: in this room, in the building, in an open-space office, in Brooklyn, in New York, in the USA.

**! ON** is also used for public transport as a physical location (He must be on the bus right now).

Choose the correct preposition for each row:

1. at / on / in the table, the roof, the train, the West Coast
2. at / on / in elevator, cubicle, a block of flats, France
3. at / on / in 23 Hampton Road, the corner of the street, school, reception

## EXERCISE 2A

Complete the sentences. Use **in, on or at**.

1. I have a job interview \_\_\_\_\_ Tuesday morning.
2. I had to work \_\_\_\_\_ night yesterday, so I drank like a liter of coffee.
3. What are you doing \_\_\_\_\_ lunchtime?
4. Jack is going on holiday \_\_\_\_\_ the first week of August.
5. Are you free \_\_\_\_\_ April 13?
6. We have a production meeting \_\_\_\_\_ half-past one.
7. We're having a corporate team-building \_\_\_\_\_ Friday.

## EXERCISE 2B

Complete the sentences. Use **in, on or at**.

1. Tom is on a business trip \_\_\_\_\_ the Netherlands at the moment.
2. What's that black spot \_\_\_\_\_ the screen?
3. He's not answering the phone. He must be \_\_\_\_\_ the plane now.
4. Our office is \_\_\_\_\_ the 73rd floor.
5. I left my folder \_\_\_\_\_ the conference room.
6. When will you arrive \_\_\_\_\_ the office?
7. We have such annoying music \_\_\_\_\_ the elevator. I even started singing it \_\_\_\_\_ home the other day.

## EXERCISE 3

Correct mistakes in the text conversation.

**@allmightywizard:** What are you doing **in Wednesday** evening?

**@IronWoman:** I have an important presentation **at Tuesday**, so I'll have to stay **on work** late to prepare for it.

**@allmightywizard:** We could meet **on the evening** after the presentation, if you have time.

**@IronWoman:** Oh, I think I'll need a quiet evening **in home** after that.

**@allmightywizard:** How about going out **at Saturday** then?

**@IronWoman:** I wish I could. I have to meet my sister at the airport, she's coming home for the holidays.

**@allmightywizard:** I have another idea then. I can meet you **on the train station tonight**. How about that?

**@IronWoman:** Actually, tonight I'm pretty busy. We always have a lot of clients **at February**.

**@allmightywizard:** Sounds like a tough week. Are you free **in next weekend**?

**@IronWoman:** Sorry, next weekend is off limits. We have a girls' night out **at every third Saturday** of the month.

**@allmightywizard:** Do you ever have free time?

**@IronWoman:** Probably **on spring**.

**@allmightywizard:** **At November on a party** you told me the same about the winter and I haven't seen you since.

 Some prepositions are attached to certain verbs and used together as a phrase.

**SEE LIST >>**



## EXERCISE 4

Come up with 7 questions using the phrases from the phrase list on the previous page (they don't have to be work-related) and answer those questions or address them to a peer.

*E.g. What podcasts/audio books do you like to listen to?*



# PRONUNCIATION

## EXERCISE 1A

There are certain words that many job seekers tend to mispronounce. This may make it difficult for the recruiter to follow what you are saying and decrease your chances of moving to the next stage of the hiring process.

**Listen to the track (12.2) and practice saying these commonly mispronounced words.**



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- IDE (integrated developer environment)
- AWS
- API
- App (AppStore)
- Software
- Research
- Expert
- Expertise
- Report
- Company
- Career
- Course
- Also
- Allow
- Certificate

## EXERCISE 1B

**Practice saying the following sentences. Listen to the recording (track 12.3) and check yourself.**



[Open in Google Drive](#)

1. I took a course on Product Management and recently got a certificate from AWS.
2. You can trust his expertise in Java and cloud integration. He's also an expert in network security.
3. He sent me a report on the IDE creation project
4. We did comprehensive research and discovered that our company needs to modify its KPIs.
5. You can't allow your software career to get stuck in a rut. You need to keep looking for better opportunities.

# SPEAKING & SOFT SKILLS

## EXERCISE 1

It's always a good idea to start the interview with a little bit of small talk and try to turn it into a conversation. You can use the following useful phrases to achieve that goal.

### USEFUL PHRASES

Getting Started	Clarifying	Taking time to think	Being friendly	Wrapping up
How's it going? I'm doing good. It's a pleasure to meet you. You have a lovely looking office/poster behind you etc. Can you hear me ok? I'm sorry, I think I'm having an issue with my (headphones, video etc.)	Could you say that again? I didn't catch it I'm afraid. Just wanted to make sure I heard that correctly.	Let me see... This is a good question... I'd say... It's hard to think of something off the top of my head...	Not really / I wouldn't say so (instead of "no") No worries / That's cool / Sure, no problem Absolutely / Totally That's really interesting Sounds awesome	It was a pleasure talking to you Thank you for your time When should I expect to hear back from you?

## EXERCISE 1B

Role-play an interview. Answer the 7 questions from the reading section using the useful phrases from Exercise 1A.

You can book an interview practice session over at [English For IT](#).

**BOOK SESSION >>**

# WRITING & SOFT SKILLS

## EXERCISE 1A

Read the introduction.

Do you have any questions for me?

This is a question many interviewees don't prepare for. What can you possibly ask the interviewer? Why would they even ask this question in the first place?

By asking if you have any questions, the interviewer is oftentimes trying to **gain a deeper insight into what sort of things you're motivated by** and what your values are. For example, if you ask whether working remotely can be an option, this will let the company know that you're not a big fan of working in the office.

It also provides an opportunity for you to **learn more about the company** and figure out whether it's a place you'd like to work at.

**Watch an interview with a professional recruiter over on our youtube channel where we dive into insider tips for interviewees.**

**WATCH INTERVIEW >>**

*Think of 5 questions you could ask the interviewer to better understand the company you're interviewing for and write them down. There are a few examples below:*

- Can you tell me a little bit about the team / project I would be working on?
- Why is this position open?
- What will I need to do to be successful in this role?



### ANGLISH TIP

@annglish\_

*Key interview tip: do your research about the company prior to the interview!*

*Make sure you head over to the **company website** and read about their mission and vision. This will allow you to make a better impression and ask relevant questions.*

# GLOSSARY OF TECHNICAL TERMS

**Assets** — any images, icons, fonts or any external resources that help a designer fulfill the UI part during development.

**IDE** — **An integrated development environment** (IDE) is software for building applications that combines common developer tools into a single graphical user interface (GUI).

**ROM (read only memory)** — non-volatile memory that permanently stores instructions for your computer, unlike RAM (random access memory) which is volatile and stores files temporarily.

**Product Owner** — a role on a product development team responsible for managing the product backlog in order to achieve the desired outcome that a product development team seeks to accomplish.

## If you want a little extra practice:

### Reading

Check out the list of 50 common behavioral interview questions. Feel free to use it to practice speaking.

[GO TO ARTICLE >>](#)

### Video

Do you want to work in Big Tech? You might want to hear a developer talk about his experience of interviewing at Amazon.

[WATCH VIDEO >>](#)

# QUIZ

Test your knowledge of the vocabulary and grammar from Lesson 12.

- I know that you were working on a mobile game a few months ago. Is that still \_\_\_\_\_ ?
  - robust
  - the case
  - truth
- We just \_\_\_\_\_ a talkback feature on our website. Now, you can send us audio messages!
  - rolled out
  - built up
  - ended up
- They're very \_\_\_\_\_ professionals and they always try to \_\_\_\_\_ the optimal solution.
  - harsh, come up
  - driven, work out
  - proficient, reverse
- I don't need a concrete number, just give me a rough \_\_\_\_\_ .
  - point
  - escalation
  - estimate
- Saying this will make you seem \_\_\_\_\_. It's better to choose a more polite way of putting it.
  - courteous
  - grateful
  - harsh
- I don't really feel \_\_\_\_\_ when I work at big companies. I prefer working at startups.
  - well
  - in my element
  - rewarding
- \_\_\_\_\_, I've been watching a lot of tutorials.
  - lately
  - last time
  - in the last week
- We \_\_\_\_\_ having to reschedule the launch for two weeks later.
  - turned up
  - should
  - ended up
- This particular solution was the first thing that \_\_\_\_\_.
  - went into my mind
  - came to mind
  - comes to the head
- I'll see on \_\_\_\_\_ Wednesday \_\_\_\_\_ 8 o'clock.
  - at, on
  - in, at
  - on, at

11. \_\_\_\_\_ my last job, I was responsible for data analysis.

- a) on
- b) for
- c) at

12. We decided to implement another feature \_\_\_\_\_ the same time.

- a) in
- b) at
- c) on

13. It's hard to think of an optimal solution \_\_\_\_\_ the spot.

- a) on
- b) in
- c) at

14. He texted me when he was \_\_\_\_\_ the bus to Paris.

- a) at
- b) in
- c) on

15. He never \_\_\_\_\_ my advice.

- a) listens to
- b) listens for
- c) listens

16. It happened \_\_\_\_\_ Saturday, June 16 \_\_\_\_\_ night.

- a) in, in the
- b) on, at
- c) at, by

 **CHECK ANSWERS >>**

# REVISION

(UNITS 11-12)

## VOCABULARY

### ■ PART 1.

Match the sentence halves.

- |  |   |
|--|---|
| 1. I haven't heard                                     | a) ...with our brand message              |
| 2. He still needs some time to learn                   | b) ...back from him yet                   |
| 3. We hired contractors a few times but that's not the | c) ...the question to the Hiring Manager  |
| 4. Josh ended  | d) ...up selling his startup to Microsoft |
| 5. She addressed                                       | e) ...out for me                          |
| 6. If you learn this skill, you'll be able to stand    | f) ...case anymore                        |
| 7. I tried doing web development but it didn't work    | g) ...the ropes and get good at his job   |
| 8. Our website is in line                              | h) ...out from competition                |

## ■ PART 2.

Choose the right option.

1. I was responsible for \_\_\_\_\_ the sales by 20%.
  - a) seeking
  - b) boosting
  - c) taking off
2. You need to \_\_\_\_\_ working on your professional skills if you want to compete on the job market.
  - a) stay
  - b) escalate
  - c) keep
3. He \_\_\_\_\_ to be a great UX designer.
  - a) put out
  - b) assumed
  - c) turned out
4. He addressed my concerns right \_\_\_\_\_.
  - a) from the gate
  - b) out of space
  - c) out of the gate
5. She takes \_\_\_\_\_ her work.
  - a) pride in
  - b) impressions
  - c) harshly
6. We managed to \_\_\_\_\_ 5 critical issues in the last month.
  - a) resolve
  - b) decide
  - c) assist
7. Don't feel shy to \_\_\_\_\_ your projects at the interview.
  - a) upgrade
  - b) tailor
  - c) showcase
8. She managed to \_\_\_\_\_ me to revamp my website.
  - a) estimate
  - b) build me
  - c) persuade



# GRAMMAR

## ■ PART 1.

Complete the copywriting package below with the right article (a, the or no article).

### **CUSTOM SQUARESPACE WEBSITE**

I turn your vision into 1) \_\_\_\_\_ beautiful, high-converting website that helps your ideal clients buy from you.

### **COPYWRITING**

I write all 2) \_\_\_\_\_ words that go on your website so you don't have to waste 3) \_\_\_\_\_ time staring at a blank screen.

### **STOCK PHOTOGRAPHY CURATING**

I pull together high-quality stock photos that are 100% in line with your brand to save you hours of browsing 4) \_\_\_\_\_ free images.

### **PHOTO EDITING**

I edit your DIY photos so it looks like you paid 5) \_\_\_\_\_ pro photographer \$\$\$ for 6) \_\_\_\_\_ branding photo shoot.

### **BRAND STRATEGY**

I craft a brand story and message that you can share with your audience, so you can stand out and become 7) \_\_\_\_\_ most memorable expert in your field.

### **HOW DO WE GET STARTED?**

I'll send you an email reply within 2 business days with a couple of questions so I can send you all 8) \_\_\_\_\_ right info to get us started.

## ■ PART 2.

Replace highlighted prepositions in the text with the right option

I received an email from a Google recruiter from Singapore **at** mid June and got an offer to interview for a software developer position. Who won't be interested in a role **in** Google? I said "yes" and soon found another email in my inbox containing an invitation **on** the interview which was scheduled **to** March 2 **on** 3pm.

### Round 1: IPS (Initial Phone Screen)

I was asked around 8 questions that any coder must know, like time complexities of various algorithms, basic understanding of trees and graphs etc.

This round went pretty well for me and I moved **on** the next Round.

### Round 2: TPS (Technical Phone Screen)

This round was to test my coding aptitude. It was a 45 minutes round and I was asked 2 questions. I was able to approach both problems but could code only one due **for** time constraints.

As the interview ended, I knew that I messed it up and lost the opportunity. I received the results in a week. I wasn't selected for further rounds.

Interviewing with Google was indeed a great experience for me. It made me realize my weaknesses and scope for improvements. It will surely help me at a later point in life.

## SOFT SKILLS

Match the words to create phrases.

- |                                 |   |
|---------------------------------|---|
| 1. Work with                    | a) On top of your base pay                    |
| 2. To have concerns regarding   | b) Professional growth                        |
| 3. Choose a method that would   | c) The implementation of a certain technology |
| 4. Ensure                       | d) Cutting-edge tools                         |
| 5. Receive benefits             | e) Benefit the project                        |
| 6. Remember an interesting case | f) Compliance with legal requirements         |
| 7. Seek                         | g) Off the top of your head                   |

 **CHECK ANSWERS >>**

# ANSWER KEYS

## LESSON 1

### READING

#### EXERCISE 1B

1. a)
2. e)
3. b)
4. c)
5. d)

#### EXERCISE 2A

1. Collect user data
2. Qualify for a job
3. Compete with other people
4. Take on a difficult task
5. Specialize in web development
6. Shorten development time
7. Handle customer requests
8. Keep up with news in tech

#### EXERCISE 2B

1. d)
2. a)
3. e)
4. b)
5. c)

#### EXERCISE 2C

- |       |        |
|-------|--------|
| 1. a) | 7. e)  |
| 2. h) | 8. c)  |
| 3. j) | 9. d)  |
| 4. b) | 10. f) |
| 5. i) | 11. g) |
| 6. k) |        |

### GRAMMAR

#### EXERCISE 1B

1. b), c)
2. a), d)

#### EXERCISE 1C

- |       |       |
|-------|-------|
| 1. b) | 3. a) |
| 2. c) | 4. d) |

#### EXERCISE 1D

PRESENT SIMPLE				
To be			Other verbs	
I	am	<b>Work</b>	Push	Carry
You	are	Work	<b>Push</b>	<b>Carry</b>
He	is	<b>Works</b>	Pushes	Carries
She	<b>is</b>	Works	Pushes	<b>Carries</b>
It	is	Works	<b>Pushes</b>	Carries
We	are	Work	Push	Carry
They	<b>are</b>	Work	Push	Carry

## EXERCISE 1E

Affirmative	Questions	Negations
I work in an office He goes there regularly They are at home	Do you work in an office? Does he <b>go</b> there regularly? <b>Are</b> they at home?	I <b>do not / don't</b> work in an office He <b>doesn't</b> go there regularly They aren't at home

## EXERCISE 2A

- Paul wants to become a software developer.
- Does Laura know how to optimize this process?
- He isn't sure, he needs more time.
- What is the name of this company?

## EXERCISE 2B

- Spends
- Know
- Is
- Are
- Doesn't want
- Is
- Work
- Fetches
- Do (you) know
- Does (he) like

## EXERCISE 3A

PRESENT CONTINUOUS			
To be		Other verbs	
I	Am being	<b>Am working</b>	Am carrying
You	<b>Are being</b>	Are working	<b>Are carrying</b>
He	Is being	<b>Is working</b>	Is carrying
She	<b>Is being</b>	<b>Is working</b>	<b>Is carrying</b>
It	Is being	<b>Is working</b>	Is carrying
We	Are being	Are working	Are carrying
They	Are being	Are working	Are carrying

## EXERCISE 3B

Affirmative	Questions	Negations
I am reading an article She is playing golf right now They are being serious	Are you reading an article? <b>Is she playing</b> golf right now? <b>Are</b> they being serious?	I'm not reading an article She isn't <b>playing</b> golf right now They <b>aren't being</b> serious

## EXERCISE 4A

- |       |       |
|-------|-------|
| 1. c) | 6. d) |
| 2. d) | 7. b) |
| 3. a) | 8. a) |
| 4. c) | 9. c) |
| 5. b) |       |

## EXERCISE 4B

1. We **are learning** how to code in Python.
2. **Is** she **looking** for a new job?
3. Peter **is working** on an exciting new project.
4. He **is not building** his app from scratch.
5. I **am trying** to memorize these words.
6. **Are** they **talking** to the client right now?
7. They **are not planning** to host this event.
8. My friend is over there. He **is having** lunch right now.
9. I **have** a house in Los Angeles.
10. My mother **is selling** her apartment.

## EXERCISE 4C

1. I **am listening** to you. Please continue.
2. I **see** my friends every Friday.
3. **Do** you **know** Emily?
4. Jack **is talking** to his team lead right now so I can't ask him.
5. I **don't need** any assistance at the moment, but thank you.
6. Smells delicious. What **are you cooking**?
7. They **aren't trying** to find a new job at the moment.

## SOFT SKILLS

### EXERCISE 1A

- Dialogue 1 – b  
Dialogue 2 – a  
Dialogue 2 – c

### EXERCISE 1B

- Dialogue 1: **in, make sure, for a living?**  
Dialogue 2: **freelance web developer, create a prototype, broad range**  
Dialogue 3: **run a media platform, at, handle.**

## QUIZ

- |       |        |
|-------|--------|
| 1. b) | 9. b)  |
| 2. a) | 10. b) |
| 3. b) | 11. a) |
| 4. b) | 12. b) |
| 5. a) | 13. c) |
| 6. c) | 14. b) |
| 7. c) | 15. a) |
| 8. a) | 16. b) |

[BACK TO LESSONS >>](#)

# LESSON 2

## READING

### EXERCISE 1A

- a) transparent
- b) adapting
- c) get something off the ground
- d) engagement
- e) cost-efficient
- f) beneficial
- e) entrepreneur

### EXERCISE 1B

1. Develop a vision for your product
2. Put together a great team
3. Think about the logistics
4. Prepare you pitch

### EXERCISE 1C

- |       |        |
|-------|--------|
| 1. d) | 8. i)  |
| 2. a) | 9. k)  |
| 3. c) | 10. f) |
| 4. m) | 11. e) |
| 5. b) | 12. g) |
| 6. l) | 13. h) |
| 7. j) |        |

### EXERCISE 2B

1. a market economy
2. beat them to market.
3. on the market
4. break into a new market.
5. go-to-market strategy
6. cornered the market
7. in the market for
8. a marketer

### DEFINITIONS:

**Market economy** – an economic system in which production and prices are determined by unrestricted competition between privately owned businesses.

**Beat someone to market** – to make a product available for people to buy before competitors are able to do so.

**On the market** – available (to be bought).

**Break into a market** – to begin working in a new business or a new area.

**Go-to-market strategy** – a plan that details how an organization can engage with customers to convince them to buy their product or service.

**Corner the market** – to acquire enough market share, or to hold a large commodity position, to be able to manipulate the price.

**In the market for (something)** – looking to buy something.

**Marketer** – someone whose job involves encouraging people to buy a particular company's products, by deciding the price, type of customer, and advertising policy.

# GRAMMAR

## EXERCISE 1

**Past Simple:** A few years ago, in 2016

**Present Perfect:** ever, up until now, yet

## EXERCISE 2A

1. haven't bought
2. left
3. spent
4. have you ever won
5. finished
6. have never met
7. have never been
8. has left
9. have attended

## EXERCISE 2B

- |          |               |
|----------|---------------|
| 1. since | 4. for, since |
| 2. for   | 5. since      |
| 3. for   | 6. since      |

## EXERCISE 2C

1. have you ever been
2. was
3. did you relocate
4. finished
5. have you already met
6. saw
7. have you ever worked
8. spent
9. had, came
10. has never worked
11. hasn't sent
12. have worked
13. worked

# PRONUNCIATION

## EXERCISE 1

- Can you make it to my birthday dinner? ↗
- Do you wanna see a movie tonight? ↗
- Did you have time to watch the final episode? ↗
- Is it true that you lost your phone? ↗
- Should we ask her to join us? ↗
- What did you think of the project? ↘
- Why are you so busy lately? ↘
- Where should we go for lunch? ↘
- Can you help me now or later? ↘
- Is the best time to meet on Monday ↗, Tuesday ↗ or Wednesday? ↘
- Would you like vanilla ↗, caramel ↗, strawberry ↗ or chocolate? ↘
- Actually, ↗ we still have some time ↘
- In fact, ↗ I tried calling him the other day but he didn't pick up ↘
- A few years ago, ↗ I got a chance to work with a great graphic designer. ↘

# SPEAKING

## EXERCISE 2A

1. Start small
2. Get your product into people's hands
3. Think about your mission
4. Prioritize
5. Hire passionate people
6. Say no to naysayers

## QUIZ

- |       |       |        |        |
|-------|-------|--------|--------|
| 1. a) | 5. b) | 9. a)  | 13. b) |
| 2. a) | 6. c) | 10. c) | 14. c) |
| 3. c) | 7. b) | 11. c) | 15. c) |
| 4. c) | 8. c) | 12. b) | 16. a) |

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# LESSON 3

## READING

### EXERCISE 1B

1. a)                      3. c)
2. b)                      4. d)

### EXERCISE 1C

1. d)                      4. e)
2. a)                      5. f)
3. c)                      6. b)

### EXERCISE 1E

1. Taking over
2. Drive
3. Leveraged
4. Point out
5. Downside
6. Low-skilled
7. High-skilled

### EXERCISE 1G

1. Comes up with
2. Gain traction
3. Capitalize on
4. Early adopter
5. Primary
6. Hover over

## PRONUNCIATION

### EXERCISE 1B

1. I noticed **(t)** an error in the code and fixed **(t)** it.
2. I don't know what caused **(d)** that issue.
3. We talked **(t)** about our past projects and he told about a website he designed **(d)** a few months ago.
4. I placed **(t)** an order for two books but the store hasn't responded **(id)** yet.
5. Have you changed **(d)** the logo? The old one looked **(t)** better.

## GRAMMAR

### EXERCISE 2A

1. Future Simple
2. To be going to

### EXERCISE 3A

1. Will
2. Will
3. Is going to
4. Will
5. Is going to
6. Will
7. Am not going to
8. Will
9. Is going to

### EXERCISE 3B

1. I am going to accept it
2. You will find it
3. He is going to be late
4. Are we going to use?
5. I'll show you
6. I'll talk to him now
7. Paul is not going to come
8. I am going to work

## QUIZ

- |       |       |        |        |
|-------|-------|--------|--------|
| 1. b) | 5. b) | 9. c)  | 13. c) |
| 2. a) | 6. c) | 10. b) | 14. b) |
| 3. b) | 7. b) | 11. a) | 15. a) |
| 4. a) | 8. b) | 12. a) | 16. a) |

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# LESSON 4

## READING

### EXERCISE 1B

1. For
2. Up
3. By
4. At
5. Out
6. Into
7. To
8. Of
9. On
10. In

### EXERCISE 1C

1. True
2. False (the number is 50% higher)
3. False (it is notorious for being cumbersome)
4. False (it has a simple, straightforward syntax)
5. True
6. True

### EXERCISE 1E

- Can you tell me about the most interesting course you've ever taken?
- Sure. It was a web development course that I took last October. **Overall**, I was very happy with how the course was structured. **That said**, there were certain parts that were very difficult and not explained in enough detail. What made this course stand out to me were the useful and practical project sections. **On top of that**, there were also plenty of quizzes and gamification features. **Chances are**, if you've ever googled "web development course", you've seen it on the first page, that's how popular it is.

## GRAMMAR

### EXERCISE 1B

+ er	+ more
Healthier	More significant
Stronger	More difficult
Earlier	More satisfied

### EXERCISE 1C

+ est	The most +
The lowest	The most cumbersome
The newest	The most famous
The fastest-growing	The most amazing
The smartest	
The longest	

### EXERCISE 2A

1. safer
2. lower-paid
3. best
4. the most elegant
5. the most boring
6. the worst
7. cheaper

### EXERCISE 2B

1. closer; more nervous
2. the best
3. less
4. faster
5. the most experienced
6. the most exciting
7. more expensive
8. the most profitable

# WRITING

## EXERCISE 1A

- a) Hi! Our team is currently **looking into** your issue. We'll **get back to you** as soon as we can.
- b) Can you please reach out to our customer support **@(at)customersupport.com** so that they can take a look into this?
- c) Thanks for **flagging** this issue! We're working on a solution.
- d) Try **updating** your OS. This **should** fix the issue.
- e) **Please check** that your laptop is connected to power during the update.
- f) Please let us know if the issue **persists**.
- g) We might need a bit more time to troubleshoot the issue in more detail. We'll let you know as soon as we **manage** to fix it.
- h) Thanks for the feedback! That would be a pretty **handy** feature to have. Something like that isn't on our current **roadmap** but we'd be happy to explore this idea in the future.
- i) Could you **possibly** provide a screenshot of the issue? I'm afraid, I'm not entirely **clear** on what it is from the description.

## EXERCISE 1B

- 1. b), d), e)
- 2. h)
- 3. i)
- 4. a), c), f), g)

# QUIZ

- |       |        |
|-------|--------|
| 1. c) | 9. a)  |
| 2. b) | 10. b) |
| 3. a) | 11. a) |
| 4. b) | 12. c) |
| 5. a) | 13. c) |
| 6. b) | 14. b) |
| 7. c) | 15. b) |
| 8. b) | 16. c) |

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# LESSON 5

## READING

### EXERCISE 1B

1. Keep track of
2. Hireability
3. Streamline
4. Jump through hoops
5. Earn
6. Facilitate
7. Optimize
8. Display
9. Dive into
10. Break down

### EXERCISE 2A

1. In fact
2. Built-in
3. Pricing
4. Up to
5. Suite
6. Suited

---

## GRAMMAR

### EXERCISE 1B

- Jobs – countable  
Technologies – countable  
Companies – countable  
Industries – countable  
Positions – countable  
Research – uncountable  
Time – uncountable  
Organizations – countable  
Feedback – uncountable  
Projects – countable  
Managers – countable  
Information – uncountable  
Confidence – uncountable  
Distractions – countable  
Work – uncountable

### EXERCISE 3

- |          |         |
|----------|---------|
| 1. any   | 6. some |
| 2. much  | 7. any  |
| 3. a few | 8. many |
| 4. a few | 9. some |
| 5. any   |         |

### EXERCISE 4

1. very little
2. few
3. a few
4. a little
5. few
6. little
7. little
8. few
9. a little

### EXERCISE 5

1. any/some
2. much
3. enough / a lot of / much
4. any
5. many

# PRONUNCIATION

## EXERCISE 1B

One-syllable words (e.g. "part")	Stress falls on the first syllable (e.g. "coffee")	Stress falls on the second syllable (e.g. "retain")
Git Suite Merge	Software Branches Processes Efforts Aspects Conflict Content Platform Model Access Edit Modern Integrate Transfer Services Comment Data	Control Repository Maintain Objective

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# LESSON 6

## READING

### EXERCISE 1C

2. How to write a bug ticket.
4. The importance of clear communication and prioritization

### EXERCISE 1D

1. facing
2. reproduce
3. postpone
4. pitfalls
5. garbled
6. clickable
7. swamped, slipped through the cracks
8. upfront
9. over
10. failed
11. constraints, deliverables, key
12. rule of thumb, outline

### EXERCISE 2A

1. e)
2. b)
3. d)
4. c)
5. a)

### EXERCISE 2B

1. a)
2. c)
3. e)
4. d)
5. b)

---

## GRAMMAR

### EXERCISE 1B

The passive voice is formed with the verb “**to be**” and the past participle.

To say who or what performs the action, we use the preposition **by**.

We use passive when we want to say:

- a) **What happens to something or someone**

### EXERCISE 3A

1. was made
2. is known
3. was featured
4. was invented
5. aren't mowed
6. was designed
7. are read

## EXERCISE 3B

1. are read
2. was invented
3. was launched
4. are followed
5. were started
6. are trashed
7. are carried

## EXERCISE 4

1. The very first wooden computer mouse was created by Doug Engelbart in 1964.
2. Lisa was released by Apple in June 1983.
3. More ebooks than printed books are now sold on Amazon.
4. Klingon was added as a language option by Google in 2002.
5. Over 34 billion Google searches are made every month.
6. The first commercial text message was sent in December 1992.
7. Around \$680 worth of transactions are made on eBay every second.

## QUIZ

- |       |        |
|-------|--------|
| 1. c) | 9. c)  |
| 2. a) | 10. c) |
| 3. b) | 11. b) |
| 4. b) | 12. a) |
| 5. b) | 13. c) |
| 6. c) | 14. c) |
| 7. a) | 15. c) |
| 8. a) | 16. b) |

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# LESSON 7

## READING

### EXERCISE 1A

1. c)
2. a)
3. b)

### EXERCISE 1B

- |       |        |
|-------|--------|
| 1. j) | 8. b)  |
| 2. l) | 9. f)  |
| 3. k) | 10. a) |
| 4. m) | 11. d) |
| 5. n) | 12. g) |
| 6. i) | 13. e) |
| 7. c) | 14. h) |

### EXERCISE 1C

1. True
2. False (it keeps things clear and simple)
3. False (It uses a Kanban board)
4. True

### EXERCISE 2A

1. in the loop (be informed)
2. scope creep (uncontrolled project growth)
3. rationale (logical reason for something)
4. touch base (connect / discuss something)
5. redundant (unnecessary)
6. rollback (restoring or recovering a program)

---

## GRAMMAR

### EXERCISE 1B

MODAL VERBS OF OBLIGATION	
It is possible	You can try using apps to memorise new vocabulary
It's a good idea	You should take notes when you're in a meeting
It's a strict responsibility	Companies must pay their employees
You don't have another choice	You have to make sure your resume is free of typos
It's not a good idea	You shouldn't work for free
It's not necessary	You don't have to work on Sundays
It is wrong/forbidden	You mustn't smoke in public places
It is impossible	You can't know everything

## EXERCISE 2

1. Don't have to
2. Should
3. Can
4. Have to
5. Must
6. Can't / mustn't
7. Have to
8. Must
9. Shouldn't / mustn't
10. Shouldn't, can

## EXERCISE 3

1. don't have to
2. Should
3. should
4. has to
5. should
6. can
7. don't have to
8. doesn't have to

## SPEAKING

### EXERCISE 1A

1. c)
2. a)
3. b)

## QUIZ

1. b)
2. a)
3. c)
4. b)
5. c)
6. a)
7. b)
8. c)
9. b)
10. c)

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# LESSON 8

## READING

### EXERCISE 1B

1, 3, 4

### EXERCISE 1C

1. on call.
2. casual
3. arose (the 3 form of this verb are arise - arose - arisen)
4. perceive
5. give the all-clear.
6. refrained
7. essential
8. up and running

### EXERCISE 2B

1. c)
2. d)
3. a)
4. h)
5. b)
6. f)
7. e)
8. g)

## GRAMMAR

### EXERCISE 2C

1. were, wouldn't need
2. worked, would get
3. would log into, had
4. didn't cost, would buy
5. were, would ask
6. would be, paid
7. didn't have, would be

### EXERCISE 3

1. learned, would be able to
2. were, would introduce
3. manage, will be
4. didn't like, wouldn't work
5. were, would be
6. wouldn't accept, were
7. get, will be able to
8. lasts, won't have

## WRITING

### EXERCISE 1

1. look into, get back to
2. go through
3. set up

Look into – investigate.

Get back to (someone) – contact someone later to give a reply.

Go through – examine.

Set up – Organize / schedule.

## QUIZ

- |       |       |        |        |
|-------|-------|--------|--------|
| 1. a) | 5. c) | 9. c)  | 13. b) |
| 2. c) | 6. b) | 10. c) | 14. a) |
| 3. b) | 7. b) | 11. c) | 15. c) |
| 4. c) | 8. a) | 12. a) | 16. c) |

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# LESSON 9

## READING

### EXERCISE 1C

Elon Musk – b), c)  
Linus Torvalds – d), e)  
Satoshi Nakamoto – a), f)

### EXERCISE 1D

1. Are setting up
2. Doubt
3. Aimed at
4. Landed
5. Embrace
6. Acquired
7. Overseeing
8. Contributed

### EXERCISE 1E

1. f)
2. g)
3. h)
4. c)
5. d)
6. e)
7. i)
8. b)
9. a)
10. j)

---

## GRAMMAR

### EXERCISE 1B

1. Must
2. Might, May, Could
3. Can't

### EXERCISE 1C

1. b)
2. b)
3. b)

### EXERCISE 2A

- |              |          |
|--------------|----------|
| 1. may       | 6. must  |
| 2. might     | 7. might |
| 3. might     | 8. must  |
| 4. could     | 9. can't |
| 5. might not |          |

### EXERCISE 2B

1. Everyone must be at the meeting now.
2. Tom must not like the idea of going on a business trip to India.
3. He might me from Denmark or Norway.
4. He might not know you have problems with it.
5. This bug must be fixable.
6. I may need your help with this.
7. We must get the contract next time.

## SPEAKING

### EXERCISE 1A

1. b)
- 2 c)
- 3 a)

### EXERCISE 1B

**Recording 1:** to give a shoutout to, big shoutout to, to give credit to, kudos to.

**Recording 2:** If we focus, boost, If we don't, we will risk.

**Recording 3:** bringing this up, address, valid concern, set up a call.

## WRITING

### EXERCISE 1A

1. False
2. True
3. True

## QUIZ

- |       |        |
|-------|--------|
| 1. b) | 9. b)  |
| 2. a) | 10. c) |
| 3. a) | 11. a) |
| 4. a) | 12. b) |
| 5. c) | 13. c) |
| 6. c) | 14. c) |
| 7. c) | 15. b) |
| 8. b) | 16. b) |

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# LESSON 10

## READING

### EXERCISE 1A

1, 2, 4

### EXERCISE 1B

- |                     |                    |
|---------------------|--------------------|
| 1. in place         | 7. go over         |
| 2. do your homework | 8. aspiring        |
| 3. ping             | 9. overcome        |
| 4. striving         | 10. came on board  |
| 5. dedicated        | 11. out of the way |
| 6. invaluable       | 12. milestone      |

## GRAMMAR

### EXERCISE 1

1. b) 2. c) 3. d) 4. a)

### EXERCISE 2A

1. knew
2. agreed
3. would really appreciate
4. rescheduled
5. wouldn't know
6. didn't know
7. were to

### EXERCISE 2B

1. had, would be
2. was less tired, would go
3. didn't care, wouldn't stay
4. fail, will be fired
5. feel
6. charge, will want
7. wanted, would benefit
8. are, will implement

## WRITING

### EXERCISE 1B

a) Hi Gary,

Thanks so much for your blog! Your last article on web dev frameworks gave me a couple of great ideas to use in my future projects.

I'm currently finding myself in a **predicament** and when I wondered who to turn for help, you seemed like the right person. I'm a full-stack web developer trying to launch an independent freelancing career. While I am confident in my skills and have a few good projects in my portfolio, I am **struggling with** growing my client base. I get most of my clients through **word of mouth** and referrals but the business isn't as successful as I'd like it to be.

Do you have any **tips** to share? Any ideas on what I should do? I'd highly appreciate any advice you could give me.

Thanks a lot for your help!

b) Hi Sam,

As you may already know, you're someone I look up to. I've been thinking about a few things I could improve in writing sleek code and I could really use some **expert help**. Could we **set up** a time for me to ask you a few career-related questions? I don't think it will **take** more than 20 minutes of your time.

Let me know if we can **connect** next week and what time works best for you.

I'll be sure to return the **favor** as soon as I can.

Thank you!

## QUIZ

- |       |       |        |        |
|-------|-------|--------|--------|
| 1. b) | 5. c) | 9. b)  | 13. b) |
| 2. b) | 6. a) | 10. b) | 14. b) |
| 3. b) | 7. c) | 11. b) | 15. b) |
| 4. a) | 8. c) | 12. a) | 16. b) |

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# LESSON 11

## READING

### EXERCISE 1A

Good idea	Bad idea
<p>Use bullet point to describe your accomplishments.</p> <p>Use numbers to describe you work experience.</p> <p>Put a link to your LinkedIn profile.</p> <p>Ask other people to take a look at your resume and give you feedback.</p>	<p>List out all of the jobs you've ever held in your life.</p> <p>Say how old you are and include your photo.</p>

### EXERCISE 1B

1. Right out of the gate
2. Proofreading
3. Comprehensive
4. Apply (for a job)
5. Tailor
6. Job seekers
7. Character
8. White space
9. Prospective employer
10. Stand out
11. Job description
12. Convince

### EXERCISE 1C

1. b) 2. a) 3. d) 4. c)

### EXERCISE 1D

1. Took off
2. Extensive
3. Boosted
4. Showcase

### EXERCISE 3A

1. b)
2. a)
3. b)
4. b)
5. c)

### EXERCISE 3B

1. Assists
2. Delegated
3. Interacted
4. Led
5. Upgraded
6. Assumed

# GRAMMAR

## EXERCISE 1B

1. a)
2. b)

## EXERCISE 2A

A (an)		The		No article	
No prior reference	<i>I am building an app.</i>	Prior reference	<i>The app is going to help you find comedy shows in your area.</i>	Generalizations (for plural nouns)	<i>Cats are harder to train than dogs.</i>
Unspecific / one of many	<i>I see a cat outside.</i>	Specific / unique	<i>The cat is outside (the one you're looking for).</i>  <i>The Sun is out (there is only one).</i>	Uncountable nouns (that are not specified)	<i>Do you have money?</i>  <i>I receive feedback every day.</i>

## EXERCISE 2B

1. the
2. the
3. an
4. an
5. no article
6. the
7. the
8. the, the
9. no article
10. a

## EXERCISE 2C

1. the
2. a, a, an
3. no article
4. no article
5. a, the
6. the, the
7. an, the
8. a, the

# PRONUNCIATION

## EXERCISE 1B

Stress on the first syllable	Stress on the second syllable
Resume Template Supervised	Certificate Determined Analysis Diversified

The leftover words are: CV (pronounced with a double stress) and Intermediate (stress on the third syllable).

# SPEAKING

## EXERCISE 1A

**Describe what you do in your current role:** as, for over.

**Tell me about a few successful cases from your experience:** regarding, put together, benefit, to ensure, on top of that, off the top of my head.

**What are you looking for in your next job:** professional growth, cutting-edge.

# QUIZ

- |       |        |
|-------|--------|
| 1. c) | 9. b)  |
| 2. a) | 10. c) |
| 3. b) | 11. c) |
| 4. c) | 12. a) |
| 5. a) | 13. a) |
| 6. b) | 14. a) |
| 7. c) | 15. c) |
| 8. c) | 16. c) |

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# LESSON 12

## GRAMMAR

### EXERCISE 1B

**Time:**

1. In
2. At
3. On

**Place:**

1. On
2. In
3. At

### EXERCISE 2A

1. on
2. at
3. at
4. in
5. on
6. at
7. on

### EXERCISE 2B

1. in
2. on
3. on
4. on
5. in
6. at
7. in, at

### EXERCISE 3

- On Wednesday evening
- On Tuesday
- At work
- In the evening
- At home
- On Saturday
- At the train station
- In February
- Next weekend
- On every third Saturday
- In spring
- In November
- At a party

---

## READING

### EXERCISE 1B

1. Feel in my element
2. Robust
3. To the table
4. Address
5. Won't be the case
6. Lately
7. Rewarding
8. Ended up
9. Came to mind
10. Work out
11. Conversion rate
12. Rolled out

## QUIZ

- |       |        |
|-------|--------|
| 1. b) | 9. b)  |
| 2. a) | 10. c) |
| 3. b) | 11. c) |
| 4. c) | 12. b) |
| 5. c) | 13. a) |
| 6. b) | 14. c) |
| 7. a) | 15. a) |
| 8. c) | 16. b) |

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# REVISION (UNITS 1-2)

## VOCABULARY

### PART 1

1. Come across
2. Break into
3. Took on
4. Specialize in
5. Keep up
6. Get off

### PART 2

1. Transparent
2. Cost-efficient
3. Take into account
4. An entrepreneur
5. MVP
6. Compete
7. Core
8. Concise
9. Expertise
10. In a nutshell

---

## GRAMMAR

### PART 1

1. I am learning DevOps.
2. Correct.
3. Correct.
4. I was very excited when I got my first job.
5. She is trying to find a better-paid job.
6. Correct.
7. I haven't seen John ever since he stopped working here.
8. Did you notice anything strange yesterday?
9. She doesn't seem to understand what the problem is.
10. - Correct.

### PART 2

1. need
2. have not updated
3. does not want
4. went;made
5. have never interviewed
6. is
7. kept
8. don't need
9. is debugging
10. are adapting

---

## SOFT SKILLS

As, at, of, cutting-edge, of, to make sure

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# REVISION (UNITS 3-4)

## VOCABULARY

### PART 1

1. Into
2. Out
3. Over
4. Up
5. Over
6. In

### PART 2

1. Low-skilled
  2. In use
  3. Downside
  4. Cutting-edge
  5. Fascinating
  6. Primary
- 

## GRAMMAR

### PART 1

1. I'm going on vacation in two weeks from now.
2. Sarah is going to move to Norway.
3. They will probably lose the game.
4. Will you call me when you land?
5. They are going to go fishing this weekend.

### PART 2

1. Better; the most
  2. More complex; the best
  3. The most cumbersome; easier
  4. The oldest
  5. The trendiest
  6. More detailed
  7. Bigger
- 

## SOFT SKILLS

1. Try updating your OS.
2. I will get back to you (later).
3. I'm not clear on the requirements.
4. We haven't managed to fix it yet.
5. Let me know if the issue persists.

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# REVISION (UNITS 5-6)

## VOCABULARY

### PART 1

1. i)
2. b)
3. c)
4. d)
5. j)
6. e)
7. f)
8. g)
9. a)
10. h)

### PART 2

1. Slip through the cracks
2. Keep track of
3. Rule of thumb
4. Jump through hoops
5. Goes smoothly

---

## GRAMMAR

### PART 1

1. The car **needs** to be repainted.
2. Correct.
3. Correct.
4. I have **much / a lot of** work to do.
5. The money **is already spent** / The money **has already been spent**.
5. The app **will be updated** soon.
7. Correct.
8. All she needs is **a little** help from you.

### PART 2

1. A quick
2. Some feedback
3. Has been bought
4. Can't be
5. Many comments
6. Will be asked
7. A little
8. A few

---

## SOFT SKILLS

1. Keep, posted
2. Take into account
3. Get back
4. Circle back
5. Seems
6. Could, elaborate
7. Would, ok

[BACK TO LESSONS >>](#)

# REVISION (UNITS 7-8)

## VOCABULARY

### PART 1

1. f)
2. b)
3. h)
4. d)
5. a)
6. c)
7. g)
8. e)

### PART 2

1. c)
  2. c)
  3. b)
  4. a)
  5. b)
  6. c)
  7. a)
  8. c)
- 

## GRAMMAR

### PART 1

1. You should be more careful.
2. Correct.
3. Are you able to run the tests?
4. If I chose that company, I would probably quit a few months later.
5. I will let you know as soon as I finish this meeting.
6. Correct.
7. They will start taking action when the time comes.
8. How can I get this job if I do not have 5 years of experience?

### PART 2

1. Notice
  2. Must
  3. Will make sure
  4. Don't have to
  5. Shouldn't
  6. Saw
  7. Would let
- 

## SOFT SKILLS

1. It looks like I haven't received the tech specs yet
2. I would appreciate it if you could get back to me by Thursday
3. It would make more sense to put this project on hold
4. Would you be ok with cancelling this meeting?
5. Please refrain from asking these questions in team meetings going forward

## [BACK TO LESSONS >>](#)

# REVISION (UNITS 9-10)

## VOCABULARY

### PART 1

1. Hand, set, keep, challenged, embrace.
2. Invaluable, overcome, in place, milestones, peers.

### PART 2

1. c)
  2. b)
  3. a)
  4. a)
  5. a)
  6. b)
  7. b)
  8. b)
- 

## GRAMMAR

### PART 1

1. Can't
2. Might
3. Should
4. Had to
5. Should
6. Could
7. Will have to
8. Must

### PART 2

1. d)
  2. e)
  3. a)
  4. h)
  5. b)
  6. g)
  7. f)
  8. c)
- 

## SOFT SKILLS

Were able, can, would it feel, gets, comes

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# REVISION (UNITS 11-12)

## VOCABULARY

### PART 1

1. b)
2. g)
3. f)
4. d)
5. c)
6. h)
7. e)
8. a)

### PART 2

1. b)
  2. c)
  3. c)
  4. c)
  5. a)
  6. a)
  7. c)
  8. c)
- 

## GRAMMAR

### PART 1

1. A
2. The
3. -
4. -
5. A
6. A
7. The
8. The

### PART 2

In mid June  
At Google  
Invitation to the interview  
Scheduled for March 2  
At 3pm  
Due to time constraints  
At some other points

---

## SOFT SKILLS

1. d)
2. c)
3. f)
5. a)
6. g)
7. b)

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# CHEATSHEETS

## Most common irregular verbs

Infinitive form	2nd form (Past Simple)	3rd form (Present Perfect)
arise	arose	arisen
awake	awoke	awoken
be	was/were	been
bear	bore	born
beat	beat	beaten/beat
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bid	bid	bid
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
broadcast	broadcast	broadcast
build	built	built
burn	burnt	burnt
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut
deal	dealt	deal

dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fit	fit	fit
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
freeze	froze	frozen
get	got	gotten (AmE) / got (BrE)
give	gave	given
go	went	gone
grind	ground	ground
grow	grew	grown
hang	hung	hung
have	had	had
hear	heard	heard
hide	hid	hidden
hit	hit	hit
hold	held	held
hurt	hurt	hurt
keep	kept	kept
know	knew	known
kneel	knelt	knelt

lay	laid	laid
lead	led	led
leave	left	left
lend	lent	lent
let	let	let
lie	lay	lain
light	lit	lit
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
pay	paid	paid
put	put	put
quit	quit	quit
read	read	read
ride	rode	ridden
ring	rang	rung
rise	rose	risen
run	ran	run
say	said	said
see	saw	seen
seek	sought	sought
sell	sold	sold
send	sent	sent
set	set	set
sew	sewed	sewn / sewed
shake	shook	shaken
shed	shed	shed
shoot	shot	shot
shrink	shrank	shrunk
shut	shut	shut
sing	sang	sung
sink	sank / sunk	sunk
sit	sat	sat

sleep	slept	slept
slide	slid	slid
speak	spoke	spoken
speed	sped / speeded	sped / speeded
spend	spent	spent
spit	spit	spit
spring	sprang / sprung	sprung
stand	stood	stood
steal	stole	stolen
stick	stuck	stuck
sting	stung	stung
strike (hit)	struck	struck / stricken
swear	swore	sworn
sweep	swept	swept
swim	swam	swum
swing	swung	swung
take	took	taken
teach	taught	taught
tear	tore	torn
tell	told	told
think	thought	thought
throw	threw	thrown
wake	woke / waked	woken / waked
wear	wore	worn
win	won	won
wind	wound	wound
wake	woke / waked	woken / waked
write	wrote	written

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## Uncountable nouns

<b>Advice</b>	Can you give me some advice? I can a piece of advice for you.
<b>Access</b>	I don't have access to this folder.
<b>Feedback</b>	I haven't gotten any feedback yet.
<b>Research</b>	We're doing a lot of research lately.
<b>Work</b>	I have a lot of work to do.
<b>Room (space)</b>	Is there enough room in your car for 6 people?
<b>Money</b>	The money is sent.
<b>News</b>	I have news for you. We don't receive much news about that.
<b>Time</b>	How much time do you have?
<b>Toast</b>	Do you want a slice of toast? I normally eat toast for breakfast.
<b>Information</b>	I don't have much information on this.
<b>Small talk</b>	Do you make small talk with strangers?
<b>Communication</b>	There is a lot of communication going on between these two companies.

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## Words that describe conditions

<b>As long as</b>	I'll keep working there as long I have room for growth.
<b>Before</b>	Please check in with me before you deploy the changes.
<b>After</b>	We'll have a talk after I get back.
<b>As soon as</b>	As soon as you get any feedback, please ping me in Slack
<b>Until</b>	She won't accept the offer until she is certain that it's right for me.
<b>Unless</b>	Let's stick to our main plan unless something unexpected happens.
<b>If</b>	If you're still happy with your job in 5 years, I will be very surprised.
<b>When</b>	Message me when you need help.
<b>In case</b>	Write this number down in case you forget it.

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## PHRASES THAT FEATURE ARTICLES

### Article “a”

<b>All of a sudden</b>	Why do we need to change our strategy all of a sudden?
<b>At a glance</b>	It's hard to say how accurate this is at a glance.
<b>At a time</b>	We just need to tackle those issues one at a time.
<b>As a rule</b>	They don't follow those principles as a rule.
<b>As a result</b>	We have collected a lot of feedback as a result.
<b>As a matter of fact</b>	As a matter of fact, I've never even heard of that company.
<b>Have a good time</b>	Hope you have a good time at the party.
<b>Make a living</b>	I'm gonna tell you how you can make a living being a travel blogger.
<b>Make a profit</b>	We made a record profit this year.
<b>Tell a lie</b>	He obviously told us a lie.
<b>Take a break</b>	I want to take a break from the meetings.
<b>As a whole</b>	This decision will impact our product as a whole.
<b>At a stretch</b>	I can code for 10 hours at a stretch.
<b>Give someone a ride</b>	Would you like me to give you a ride home?
<b>Come to a halt</b>	The developments have come to a halt.
<b>As a minimum</b>	We'll need two teams as a minimum.

## Article “the”

<b>Get to the point</b>	I know you don't have much time so I'll just get to the point.
<b>Put something on the back burner</b>	Once again, the project got put on the back burner.
<b>Besides the point</b>	We are dealing with a back-end issue at the moment but that's besides the point.
<b>Out of the question</b>	The possibility of a merger isn't entirely out of the question.
<b>Tell the truth</b>	They're telling us the truth.
<b>The other day</b>	I put together a presentation the other day.
<b>On the fly</b>	We created a quick workaround on the fly.
<b>On the spur of the moment</b>	The decision was made on the spur of the moment.
<b>In the pipeline</b>	We have an exciting feature in the pipeline.
<b>Get the picture</b>	I think I get the picture of what happened.
<b>Reinvent the wheel</b>	We already know what the best practices are, there's no need to reinvent the wheel.
<b>At the end of the day</b>	At the end of the day, what matters the most is that we achieve our goal.
<b>On the way</b>	Your delivery is on the way.
<b>Out of the blue</b>	He emailed me out of the blue.
<b>The best of both worlds</b>	By purchasing this package you're getting the best of both worlds.
<b>Break the ice</b>	That meeting helped us break the ice and get to know each other better.

## No article

<b>Get cold feet</b>	They got cold feet and didn't participate in the competition.
<b>Get out of hand</b>	The situation is getting out of hand.
<b>Take part in</b>	I'm going to take part in that tech talk.
<b>Take action</b>	It's time to be decisive and start taking action.
<b>Take something on faith</b>	You can't expect people to take your words on faith.
<b>Make time</b>	You have to make more time for studying.
<b>Make room for something</b>	Can we make room for two more people?
<b>At first</b>	I didn't like that idea at first but I soon changed my mind.
<b>At last</b>	We'll be able to automate the hiring process at last.
<b>At once</b>	He was able to identify the issue at once.
<b>By chance</b>	Have you paid attention to what she was wearing by any chance?
<b>Go to bed</b>	I go to bed very late.
<b>Have fun</b>	Have fun at that event!
<b>Take place</b>	Where is the summit taking place?
<b>In order</b>	Everything seems to be in order and ready for launch.
<b>Out of town / in town</b>	I'm gonna be out of town next week. My friend is in town so we're probably gonna meet up.

## Verbs with prepositions

VERB	EXAMPLE
<b>Arrive at</b> (a particular spot)	He arrived at the office at 2pm.
<b>Arrive in</b> (a country or city)	She arrived back in LA last week.
<b>Say to</b>	She said to me that she was going away.
<b>Excel / be good at</b>	They excel at algorithms.
<b>Decide on</b>	We decided on going with this option.
<b>Listen to</b>	I always listen to my teammates.
<b>Take care of</b>	She takes care of her family.
<b>Work on</b>	I'm working on a B2B project.
<b>Result in</b>	The decision resulted in a decrease in revenue.
<b>Consist of</b>	The app consists of several components.
<b>Elaborate on</b>	Can you elaborate on this idea?
<b>Pay attention to</b>	Pay closer attention to how you structure objects.
<b>Respond / reply to</b>	He replied to my email.
<b>Lead to</b>	The change in leadership led to numerous lay-offs.
<b>Participate in</b>	We participated in an online conference last month.
<b>Look at</b>	Can you look at my resume?
<b>Spy on</b>	That company was spying on their employees.
<b>Strive for</b>	We strive for continual growth.
<b>Aim at</b>	Our products are aimed at helping people be more productive.
<b>Be connected/ related to</b>	This topic is connected to what we talked about yesterday.

<b>Insist on</b>	He insisted on doing it his way.
<b>Pay for</b>	He payed for their trip.
<b>Rely on</b>	I often rely on this tool.
<b>Follow up with someone</b>	The recruiter is going to follow up with you.
<b>Be open to something</b>	I'm open to feedback.
<b>Be interested in</b>	I'm interested in technology.
<b>Be invited to</b>	I was invited to the biggest tech conference in Europe.
<b>Schedule/ reschedule for</b>	Can we reschedule our call for Wednesday?

### Verbs without prepositions

<b>VERB</b>	<b>EXAMPLE</b>
<b>Answer</b>	She hasn't answered me yet.
<b>Handle</b>	I know how to handle this situation.
<b>Face</b>	I'm facing many issues right now.
<b>Reject / refuse</b>	He refused the offer.
<b>Comprise</b>	The course comprises 12 topics.
<b>Trust</b>	I don't trust strangers.
<b>Consider</b>	Have you considered taking this course?
<b>Tell</b>	Did she tell you about her interview?
<b>Join</b>	When did you join Google?
<b>Quit</b>	I quit that job 7 months ago.

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# RESOURCES USED

## Twitter & Social Media

### Lesson 1

<https://twitter.com/clemmihai/status/1410216303365967876>

<https://www.popadic.co/>

<https://www.usertesting.com>

### Lesson 2

<https://mobile.twitter.com/jaltma/status/1303410512701526017>

<https://twitter.com/paulg/status/1433713233563693057>

### Lesson 3

<https://twitter.com/thebluematt/status/1421465705849970694>

<https://twitter.com/sama/status/1283957389759180801?lang=en>

<https://www.linkedin.com/in/denzhadanov/>

### Lesson 4

<https://twitter.com/naval/status/1420851349898424320?lang=en>

<https://twitter.com/levie/status/1429604040992718849>

[https://www.youtube.com/watch?v=mxKNH2gmdUc&ab\\_channel=CodeDripbyAaronJack](https://www.youtube.com/watch?v=mxKNH2gmdUc&ab_channel=CodeDripbyAaronJack)

### Lesson 5

<https://twitter.com/benawad/status/1403837489840803841?lang=en>

<https://twitter.com/levie/status/1429604040992718849>

<https://www.idalko.com/bitbucket-vs-github/>

<https://www.upgrad.com/blog/github-vs-gitlab-difference-between-github-and-gitlab/>

<https://www.indeed.com/career-advice/career-development/meeting-recap>

### Lesson 6

[https://twitter.com/swaglord\\_\\_420/status/1377051721655066629?lang=en](https://twitter.com/swaglord__420/status/1377051721655066629?lang=en)

[https://rubygarage.s3.amazonaws.com/uploads/article\\_image/file/215/poor-bug-report.jpg](https://rubygarage.s3.amazonaws.com/uploads/article_image/file/215/poor-bug-report.jpg)

<https://www.mindfulqa.com/>

<https://reinvently.com/blog/business-essentials-responsive-website-app/>

<https://devrix.com/tutorial/good-bug-report/>

### Lesson 7

<https://twitter.com/jaltma/status/1422222912669507585>

## Lesson 8

<https://twitter.com/iamharaldur/status/1415836077403824129>

<https://techcrunch.com/2019/03/31/we-dont-need-no-education/>

## Lesson 9

<https://twitter.com/zaidrmn/status/1340746371213766659?lang=en>

<https://mobile.twitter.com/clemmihai/status/1407299223884808198>

## Lesson 10

[https://mobile.twitter.com/laralivolsi\\_/status/1422829265574195201](https://mobile.twitter.com/laralivolsi_/status/1422829265574195201)

<https://twitter.com/sdianahu/status/1432853475679821833>

## Lesson 11

<https://twitter.com/AvenueJack/status/1423699379580542984>

<https://www.themuse.com/advice/43-resume-tips-that-will-help-you-get-hired>

## Lesson 12

<https://twitter.com/iamharaldur/status/1406429316674621442>

<https://www.agilealliance.org/glossary/product-owner/#q=~>

## Icons and illustrations

<https://www.flaticon.com/>

<https://unsplash.com/>

<https://www.freepik.com/>

## Other

<https://danbeeshin.com/>

<https://medium.com/@vaishalithakur614/google-interview-experience-a1fe601e443c>

<https://www.investopedia.com/>

<https://www.omnisci.com/>