

## Business Conversation 09: Getting a promotion

### Practice 1 | Useful Expressions

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**Directions:** Listen and repeat.

- **menial job/work** - job or work that is not important and often boring or badly paid
- **get a promotion** - to move to a more important job or rank in a company or an organization
- **be promoted** - to get a promotion
- **climb up the ladder** - to get promotions and move towards to the top of a company or an organization
- **move up the food chain** - to be promoted; to move to a higher position and get bigger power in a company or an organization (originally from the food chain in nature).
- **You've earned it!**
- **be considered for a promotion** - to be considered that you would be suitable as a person to be promoted

## Practice 2 | Dialogue

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**Directions:** Read the dialogue aloud with your teacher.

*Michelle has been called to the boss' office.*

**Michelle** : Hello sir, I heard you wanted to see me.

**Boss** : Yes I did, Michelle. Have a seat.

**Michelle** : How may I be of assistance?

**Boss** : The thing is Michelle, a person with your abilities is wasted on just doing **menial** jobs and taking orders. Therefore, **I'm promoting you** to Head of the Department.

**Michelle** : Seriously? Thank you so much, sir. I've been working so hard to prove myself.

**Boss** : Don't worry. **You've earned it** through your hard work, ambition and long hours.

**Michelle** : I've been hoping for this promotion for a long time.

**Boss** : Well, it's here. Keep up the good work and you'll be **going up the ladder** in no time.

**Michelle** : Yes, sir. I sure will.

**Boss** : Now go clean your desk and move to your new office.

**Co-worker** : Well, well, looks like someone is **going higher up the food chain**. Congratulations!

**Michelle** : Thank you!

**Check your understanding:** Answer the following questions.

1. Why was Michelle called to the boss' office?
2. What position was she promoted to?
3. Why was Michelle promoted?

## Practice 3 | Role-Play

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**Directions:** Have a role play with your teacher in the following situation.

### Situation

You call one of your employees in your office to let them know that they are being promoted.

### Expressions:

- be considered for promotion
- you've earned this promotion
- you have proven yourself to be very effective in handling crisis situations
- we need more people like you
- climb up the ladder

## Practice 4 | Discussion

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**Directions:** Discuss these topics and exchange thoughts with your teacher.

1. Have you ever been promoted?
2. If you have, how did it feel?
3. Have you ever been in the position to promote somebody?
4. What do you think are the requirements to be considered for a promotion?
5. Would you like to be promoted? Do you think you could handle the higher responsibilities?