

## Day 37

### ☉ Vocab Review

**Answer Key:** 1. in the pipeline 2. word of mouth 3. interact 4. adapt 5. irresistible 6. intangible

### ☉ WORDS IN CONTEXT

**Answer Key:**

Many organizations consider their staff to be their most valuable (asset) and (set up) a (mentoring) program for new employees. The (mentor) is usually an experienced manager or employee and should be someone whom the new employee can (look up to). The person being (mentored) can ask questions about what to do in their new job or role. Usually the conversations between mentor and (mentee) are (confidential). Mentoring focuses on a specific need or situation and is often (carried out) by the line manager. The line manager is the person at work who is in charge of your department, group or project. For example, at a performance (appraisal) the person being (appraised) may say that they have a day-to-day problem, perhaps a difficulty communicating (effectively) with a customer. The line manager will then agree to help them with this problem and work (one-to-one) with them over the next four weeks to solve the problem. In this way, the line manager helps them to (stay on track) and to (facilitate) the development of their staff.

### ☉ Match each definition (A – O) with today's vocabulary word (1 – 15)

**Answer Key:**

A-4; B-14; C-12; D-1; E-15; F-13; G-10; H-3; I-2; J-8; K-6; L-5; M-9; N-7; O-11

### ☉ Part 5 exercise

**Answer Key:** 1-past participle D; 2-adj B; 3- C

### ☉ Gap-filling Exercise

**Answer Key:** 1. effectively 2. appraisals 3. mentor 4. facilitate 5. asset