

# Leadership Skills



## This week...

Akio is in line for a promotion in the department he works for. He is talking to Fiona, the HR manager of the company about what it takes to become a successful leader.

## Lesson Objectives...

- Talking about leadership
- Giving advice

## Business English Conversation

## Basic Class



What are some characteristics of a good leader?

# Picture Description

What is she explaining to her business associates in that meeting?



B



Who is that person sitting at the head of the table?

\*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

\*Create simple sentences using the vocabulary

1. **deserve**
2. **necessary**
3. **environment**
4. **trust**
5. **respect**

Thank you for creating such a nice **environment** to study in.



1. **I am not sure if** he will come to the meeting or not.
2. **Firstly, a good leader needs to be** a good communicator.
3. **This will help the employees** focus on their work.
4. **It is also important for leaders to** inspire and motivate their workers.

- Words
- Phrases

<b>Akio</b>	I am getting promoted soon, but I feel a little nervous about it.
<b>Fiona</b>	You <b>deserve</b> to be promoted. Why are you worried?
<b>Akio</b>	<b>I'm not sure if</b> I have the <b>necessary</b> leadership skills to become a good leader.
<b>Fiona</b>	<b>Firstly, a good leader needs to</b> have good communication skills. You need to be a good listener and be available to discuss issues as well as concerns with employees.
<b>Akio</b>	I understand.
<b>Fiona</b>	You should also create a positive working <b>environment</b> . <b>This will help the employees</b> be more productive.
<b>Akio</b>	I'm sure I can do that.
<b>Fiona</b>	<b>It is also important for leaders to</b> do what they say they are going to do. This will earn you <b>trust</b> and <b>respect</b> .
<b>Akio</b>	Thank you for your advice.

1. I'm not sure if .....
2. Firstly, a good leader needs to .....
3. This will help the employees .....
4. It is also important for leaders to .....

# Correct Responses - Prepositions

1. A: Is the company director meeting us for lunch today?  
B: Yes. I heard we have to meet at the restaurant .... noon.

at / on / to

2. A: How long is the meeting with the CEO this afternoon?  
B: It is supposed to be .... 2 pm to 4 pm.

from / with / at

3. A: Will the company president come .... you to the conference?  
B: I'm not sure. I think he will be coming.

at / for / with

4. A: What time will you be able to come to my office?  
B: I will definitely be there .... about 20 minutes.

at / to / in

5. A: It is important .... leaders to be good communicators.  
B: Yes. That is one of the necessary skills.

for / to / at

6. A: A good leader needs .... be good at motivating staff.  
B: I understand. Thanks for your helpful advice.

to / for / at



# Role Play – Leadership Skills

Student A is in line for a promotion at the company he/she works for. Student B is giving some advice to Student A about the necessary skills needed to become a successful leader.



Student A: I'm getting promoted soon, but I feel a little nervous about it.

Student B: Why are you worried?

Student A: I'm not sure I have the necessary leadership skills.

Student B: Firstly, a good leader needs to be **Leadership Skills**.

\* Continue the conversation using the **Key Phrases** from below.

## Key Phrases

- I understand what you are saying.
- I'm sure I can do that.
- Thank you for your advice.
- You should also create ....
- It is also important for leaders to ....
- This will earn you trust and respect.
- *Other*

## Leadership Skills

- Good communicator – good listener
- Good motivator – good at inspiring and motivating employees
- Good delegator – good at delegating work to others
- Positive – good at creating a positive working environment
- Trustworthy – be open and honest

- If you had the chance to be leader of a company, which company would you choose to lead?
- Who do you think is one of the greatest leaders of all time?
- What characteristics does a bad leader have?

- earn - He has *earned* his promotion.
- environment - The working *environment* here is very positive.
- deserve - You *deserve* a pay raise.
- inspire - She *inspired* us to work harder.
- motivate - How can we *motivate* the employees?
- necessary - It is *necessary* to be a good communicator.
- respect - I *respect* your opinion.
- trust - Do you think we will be able to *trust* him?