



## **Structure**



#### **Starting off right**

How to establish a good relationship

#### Relationship vocabulary

Useful vocabulary focussed on relationships

#### Do's & Don'ts

How to maintain a professional relationship

#### **Phrasal verbs**

The value of understanding them in relationships

#### **Gradability in adjectives**

How to identify gradable and ungradable adjectives

#### Idioms

Some relationship idioms to improve your vocabulary.





## Do you get (it) on with your colleague?

The importance of phrasal verbs





40%

Of workplace romances are with managers

61%

Amount of people who have had a workplace romance

## Less than 1 in 5

employees that think workplace romance is unprofessional

# Establishing a professional relationship

Starting off right







#### 1. Asking about someone's day:

How are things with you today? How's your day going so far? Did you have a good day?

## Establishing

a professional relationship

## What not to do

Depending on Al

- 1. How has your day unfolded thus far?
- 2. I'm curious to know how your day has transpired. Care to share?
- 3. What noteworthy occurrences have characterized your day?
- 4. In what manner has your day transpired?
- 5. Can you elucidate the happenings of your day?
- 6. I'd love to hear an overview of your day's proceedings.
- 7. Would you be willing to offer a glimpse into your day's journey?
- 8. Could you paint a picture of the canvas of your day for me?



#### 2. Expressing politeness:

Please, have a seat.

Can I get you a cup of coffee or tea?

Thank you for your help.

#### 3. Initiating Small Talk:

Have you been with the company long? What do you like to do outside of work? Do you have any plans for the weekend?

## **Establishing**

a professional relationship







## **Professional relationship**

How to establish it

4. Giving and Receiving Compliments
You did an excellent job in the meeting
Your work is always so impressive.
I really admire your problem-solving
skills.

## The Do's

## How to maintain a professional relationships

- 1. Communication
- 2. Respect
- 3. Punctuality
- 4. Collaboration
- 5. Conflict Resolution

- 6. Professionalism
- 7. Work Ethic
- 8. Confidentiality
- 9. Feedback
- 10. Adaptability







## The don'ts

- 1. Gossip
- 2. Disrespect
- 3. Tardiness
- 4. Undermining
- 5. Avoiding Conflict Resolution

## The don'ts

## 

## Things to avoid in a professional relationship



- 6. Unprofessional Behaviour
- 7. Negligence
- 8. Breach of Confidentiality
- 9. Ignoring Feedback
- 10. Resistance to Change

## Gradable vs ungradable

The pizza is delicious Life in Spain is wonderful

The weather is beautiful Teruel is cold in winter



## **Gradable adjectives**

Expressing different degrees

deeply

fairly

immensely

rather

really

extremely

very

cold, angry, happy





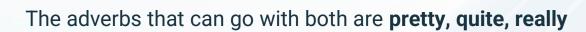




## Ungradable adjectives

They are a category of adjectives that describe qualities or characteristics which are either all-or-nothing, without varying degrees or degrees of comparison.

For example: she is pregnant.





1. Modifying a gradable adjective:

The weather was quite hot today, and I had to stay in the shade to avoid the sun's intense heat.

2. Modifying an ungradable adjective:

The professor's lecture was **quite fascinating**; even the most disinterested students were engaged.

**Exceptions** 

Confusing adverbs

## **Exceptions**

## Confusing adjectives

- 1. Richard is **British** by birth but moved to Spain 20 years ago.
- Despite living in Spain, Richard remains very **British** in his behaviour.



## **Gradable vs ungradable**



## **Translations**

PHRASE	SIGNIFICADO
The meal at the new restaurant was <b>quite delicious</b> ; each dish was prepared with care and attention to detail.	La comida en el nuevo restaurante fue <b>bastante deliciosa</b> ; cada plato estaba preparado con esmero y atención al detalle.
Despite the difficulties, she remained <b>fairly cheerful</b> , always wearing a smile and spreading positivity.	A pesar de las dificultades, se mantuvo <b>bastante alegre</b> , siempre con una sonrisa y difundiendo positivismo.
The concert was <b>quite amazing</b> ; the music and the light show combined to create an unforgettable experience.	El concierto fue <b>increíble</b> ; la música y el espectáculo de luces se combinaron para crear una experiencia inolvidable.
Trying to swim across the ocean without any help is absolutely impossible for a human.	Intentar cruzar a nado el océano sin ayuda es <b>absolutamente imposible</b> para un ser humano.
When he heard the news of his best friend moving to another country, he felt <b>utterly broken-hearted</b> .	Cuando se enteró de que su mejor amigo se iba a vivir a otro país, sintió <b>que se le rompía el corazón</b> .
She was <b>fairly upset</b> when she realized she had left her phone at the restaurant.	Se enfadó bastante cuando se dio cuenta de que se había dejado el teléfono en el restaurante.

## **Relationship Vocabulary**



#### **Acquaintance**

I ran into an old **acquaintance** from my college days while shopping at the mall yesterday.



### **Buddy**

My **buddy** and I are planning to go fishing this weekend to relax and catch up



## **Relationship Vocabulary**



#### Crush

I finally found the courage to talk to my long-time **crush** at the party last night



#### **Spouse**

Her new **spouse** was happy to kiss her.



## Relationship phrasal verbs



#### **Blurt out**

Say suddenly without thinking

I accidentally **blurted out** a secret during our conversation, and now I regret revealing it.

#### **Fend off**

To defend yourself

The young artist continued to create, determined to **fend off** criticism and pursue their passion for painting.

#### **Bottle up**

To repress or conceal

She often **bottled up** her feelings, concealing her true emotions even at home

#### Keep up

To continue a course of action

Sarah tried her best to **keep up** appearances and maintain a cheerful facade for her friends and family.

#### **Choke back**

To supress a strong emotion

As she delivered her heartfelt eulogy, she struggled **to choke back** tears.

#### **Shoot down**

To dismiss someone forcefully

During the debate, he was always ready to **shoot down** an argument with well-researched facts and logical reasoning.

## Relationships



**Expressions** 



## Relationship idioms

- 1. Tying the knot getting married
- 2. Cast my net look around for someone else
- 3. Bolt from the blue a total surprise
- 4. Time on her hands plenty of free time
- 5. Calling the tune in charge



## Relationship idioms

- 6. Carrying a torch for in love with
- 7. Rolled up her sleeves behaved very practically
- 8. At death's door very ill
- 9. Giving me the cold shoulder ignoring me
- 10. Get a grip take charge, get in control



