

Make Yourself Sound Hard-Working and Knowledgeable

Hard-working people can also describe themselves as being **conscientious**. A conscientious person completes their tasks in great detail and to the best of their ability. They plan **meticulously** or **thoroughly**, making sure that they don't miss any important details, and they then carry out the task **to the letter** - exactly as they have been instructed.

Hard-working people always do more than what is expected of them. They **go the extra mile** for their clients and their colleagues. They are happy to **take on** more tasks, projects or clients than is expected of them, and they **strive to** provide the best service that they can.

Being hard-working also takes a lot of motivation. People who are **driven** are extremely motivated to achieve their ambitious goals. Companies or individuals can be **future-driven**, **customer-driven** or **profit-driven**.

Extremely knowledgeable people often need to spend many years in their chosen field. **Extensive experience** can give a person **profound knowledge** of their role, or **profound expertise** in their industry. It is then necessary to **draw on** this experience or knowledge whenever you meet a situation that requires you to use it.



A) Match the phrases to the definitions

Based on the context of the article, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

conscientious	meticulous/thorough	to the letter	to take on
to go the extra mile	to strive to	driven	
Extensive experience	profound knowledge	to draw on	

1. To accept a new task, a new responsibility or a new client: _____

"I have decided to _____ some new students."

2. Extremely motivated to achieve a goal: _____

"I consider myself to be a really _____ person."

3. A large amount of experience: _____

"I have _____ in project management, so I believe that I have a lot to offer your company."

4. To do more than what is expected of you: _____

"I will always _____ to help my colleagues if they are unsure about a task."

5. To use your experience, knowledge or skills as a resource: _____

"It was a situation that we had never been in before, so I had to _____ my experience in order to find a solution."

"Thankfully, as a team we have a lot of experience to _____."

6. Very careful and precise, paying attention to detail: _____

"She is very _____ when she checks the accuracy of the figures."

7. Deep knowledge: _____

"He has a _____ of how the industry really works."

8. Wishing to do your work to the best of your ability: _____

"We are an extremely _____ company, who hold ourselves to the highest standards."

9. Doing exactly what the task requires: _____

"We had a detailed plan, and we carried it out _____. I believe that is why we were so successful."

10. To make a great effort to do something: _____

"We _____ provide a high-end service for our customers."

"Unfortunately we are experiencing some technical problems at the moment. We _____ to solve them as soon as possible."

B) Key Words in a New Context

Below you can find a paragraph. Can you fill in the gaps in the paragraph with the words from the box below? You may need to change the form of some of the verbs in order for them to fit into the sentence.

conscientious	meticulous	to take on
to go the extra mile	to strive	driven
Extensive experience	profound knowledge	to draw on

The Conscientious English Teacher

My name is John, and I am an English teacher from the USA with over 10 years' experience.

I am looking to _____ some really _____ students, who are ambitious and highly motivated to take their English to the next level.

All of my courses begin with a trial lesson, where we discuss your needs and your goals for your future English development. During the trial lesson, I make _____ notes about all of your needs, strengths and weaknesses as an English speaker. I then take these notes and put together a course which I believe will be most suitable for your development. With all of my students, I _____ to tailor my courses to your specific needs.

When lessons begin, I always _____ for my students by providing extra materials and offering additional optional homework for the most _____ English learners. I also go to great lengths to answer any questions that you have about your English outside of lessons.

With my 10 years' of _____ in English teaching, I have a _____ of the grammar concepts that you might be struggling with, as well as a deep understanding of the vocabulary that you will need in order to make significant progress. All vocabulary that we have learnt is recorded in a Google document, which is used as a basis for revision and implementation in speaking. The idea is that after a few lessons, we will already have a large bank of vocabulary that you can _____ in your active speaking.

C) Comprehension Questions

- Based on context, can you think of a synonym for the verb 'to tailor' in paragraph 3?

- Can you think of a synonym for the idiom 'to go to great lengths to do something' in paragraph 4?

- In the final paragraph, the article mentions drawing on vocabulary to use in your active speaking. If we can draw on anything related to knowledge or skills, can you think of some further examples of phrases with 'draw on'?

D) More Uses of Selected Key Words**Meticulous / thorough**

We often use these as adverbs as well:

"We have been planning the project meticulously since January."

"We research all of our clients thoroughly in order to understand the best way to help them."

To go the extra mile

There are many ways in which we can use 'to go the extra mile':

To go the extra mile for someone / to go the extra mile in order to achieve something / to go the extra mile by doing something

"The customer service team really went the extra mile by researching my problem meticulously and providing me with an effective solution."

To strive to

We can also use 'strive for + noun':

to strive for perfection / to strive for success / to strive for progress / to strive for greatness / to strive for improvement

Driven

'Driven' is a great adjective to describe a person's general characteristics, meaning that they are really motivated. The adjective is really dynamic and is therefore perfect for interviews and business situations. It can also be put onto the end of a noun to create some really useful adjectives:

customer-driven / future-driven / quality-driven / results-driven / profit-driven / growth-driven / sales-driven

"We are a really future-driven company, investing in innovative research and technology."

"Our department is very results-driven. Hitting targets is really important to us."

Profound

Here are some useful collocations with 'profound':

a profound impact / a profound effect / a profound change / profound knowledge / profound insights / a profound understanding

"The changes have had a really profound impact on our productivity."

"We strive to develop a profound understanding of our client's needs."

Extensive

Here are some useful collocations with 'extensive':

extensive experience / extensive knowledge / an extensive network / extensive training / extensive research / extensive expertise / an extensive analysis / an extensive database

"We offer access to an extensive network of influential entrepreneurs."

To draw on

This is a really flexible phrase for business English:

To draw on my skills / to draw on my expertise in / to draw on my knowledge of / to draw on my previous experience / to draw on our resources / to draw on data

"We had to draw on our emergency budget due to unexpected costs."

"I drew on my extensive experience in order to solve the crisis."

E) Glossary of words for making yourself sound hard-working and knowledgeable

conscientious
meticulous / meticulously
thorough / thoroughly
to the letter
to take on
to go the extra mile
to go to great lengths to
to strive to

driven
customer-driven
future-driven
results-driven
extensive experience
profound knowledge
to draw on
to tailor