

# Unit 7 Writing quiz

**A** Look at these topics. Check (✓) the ones that might be included in an article about how to get along with colleagues at work. Add ideas of your own.

<input type="checkbox"/>	being considerate
<input type="checkbox"/>	spending a lot of time together on weekends
<input type="checkbox"/>	being professional
<input type="checkbox"/>	listening and being respectful
<input type="checkbox"/>	doing hobbies together
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

**B** A workplace magazine has asked you to write an article called *Getting along: How to have successful relationships at work*. Use ideas from Part A and / or your own ideas and write an article.

Make sure that you:

- use expressions like *a number of* and *a little*.
- avoid errors with *a number of*, etc.



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## Sample Answer

Most of us spend a great deal of time at work each week. As a result, while our relationships with our co-workers may not be as deep or important as those we have with family and friends, they can certainly have an impact on our job satisfaction.

There are a number of factors that contribute to good relationships at work. These include being considerate of colleagues, as well as listening and being respectful in interactions. Above all, it is important to be professional. Gossiping with co-workers can quickly create problems and have a negative effect on the workplace atmosphere.

It is a good idea not to assume that your co-workers will become close friends, but spending at least a little time socializing can enhance your connections with colleagues.

There are sometimes ups and downs in relationships at work, but with a little thought and consideration, it is usually possible to improve them.