

LESSON 10

MENTORSHIP



AGENDA: YOU WILL LEARN

Vocabulary:

Mentorship.

Grammar:

Conditionals for business communication.

Pronunciation:

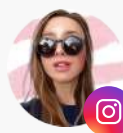
The rules of stress.

Speaking & Soft skills:

Verbalizing your goals.

Writing & Soft skills:

Writing a reach-out message.



ANGLISHTIP

@annglish_

***Coaching** is a short-term process focused on helping someone improve a skill.*

***Mentorship** is development driven. Mentors focus on not only helping people be good at their jobs but also create their own career journey. A person who provides mentorship is called a **mentor** and a person receiving mentorship is called a **mentee**.*

*You can think of it this way: a good coach will help you write better code but a good mentor will help you **leverage that skill** to make business connections and point you in the right career direction.*

WARM-UP

Read the tweet. Have you ever mentored someone or been mentored by someone?

How would you define the word “mentor”? Is there any difference between a mentor and a coach?



Lara Livolsi @laralivolsi_



A great mentor is someone who regularly checks in with you and is eager to see you succeed #acuedu_p



✓ **Check in with (someone)** — to talk with someone in order to find out what's new.

Eager — very enthusiastic about doing something.



READING

EXERCISE 1A

Read the text and select the topics that were discussed.

1. When mentorship is required.
2. The different types of mentorship.
3. Which type of mentorship will suit you better.
4. Recommendations on how to get the most out of the mentorship process.
5. Steps that companies can take to train their employees better.

When a new person **comes on board**, it is up to everyone in the team to provide a transparent and welcoming environment in which the newcomer can learn and grow.

This is where mentorship **comes into play**.

Generally speaking, there are two types of mentorship: formal and informal.



INFORMAL MENTORSHIP

The easiest way to find a mentor or to become one yourself is to start building connections with your more experienced **peers** and other people at work.

You'll soon find that they have **overcome** the same challenges you are currently facing and accomplished the same goals you are **striving to** accomplish. You can learn a lot from such people just by inquiring about their experience and implementing similar tactics that helped them become successful.

Code reviews are another way to get informal mentorship. As long as the culture in your company is open and collaborative, every planning meeting, whiteboarding session, retrospective etc. is an opportunity to **pick up on** bits of **invaluable** knowledge that will help you grow in your career.



FORMAL MENTORSHIP

Formal mentorship occurs more rarely among developers because it requires concentrated and **dedicated** effort on the part of both the mentor and the mentee. On top of that, formal mentorship has to be strategic and well **thought-through**.

However, some companies establish internal mentorship programs where each **aspiring** developer is assigned an experienced mentor. They identify the goals they will be working towards and **target** specific problem areas to help the less experienced employee level up their skills and create a career roadmap with concrete **milestones** and goals.

If your company **has** a mentorship program **in place**, you should definitely **take advantage of it**. Before you do though, it's important to hold a kick-off meeting and **go over** the goals and expectations to make sure both of you are on the same page. Make sure to get all the logistics **out of the way**: discuss how often and when you'll meet, whether the mentor will be open to random **pings** etc.

What to look for in a mentor:

- They are organized. They schedule regular check-ins and give you a roadmap.
- They have the right expertise to share.
- They can help you grow your professional network.
- They have **genuine** interest in helping you succeed.

What to look for in a mentor:

- Don't be shy and be the first to reach out.
- **Do your homework**. Prepare for each meeting with your mentor.
- Join a community like this one: [codingcoach.io](https://www.codingcoach.io) or any other community in your local area.
- Follow the rule of thumb: when facing a problem, spend 30 minutes trying to solve it on your own. If you fail to solve it within 30 minutes, reach out for help.

🔊 Listen to the recording of the text **(track 10.1)** and check your pronunciation.



[Open in Google Drive](#)

EXERCISE 1B


Complete the sentences with the highlighted phrases from the text (you won't need to use some of them).

1. Make sure your team has a clear communication policy _____ to help avoid misunderstandings.
2. You need to _____ before taking meetings with investors. You have to be prepared to answer all their questions.
3. Is it ok if I _____ you on Slack later today?
4. I am _____ to improve my coding skills.
5. He is fully _____ to his team's success.
6. He gave me a few pieces of _____ career advice.
7. Let's _____ the agenda of today's meeting.
8. This is a great resource for both _____ and seasoned managers.
9. I managed to _____ my fear of public speaking through practice.
10. We didn't have a mentorship program when I _____.
11. I'd like to address a couple of concerns first just so we can get them _____.
12. We've reached 50 thousand subscribers on Instagram! This is an important _____ for us.


EXERCISE 2

Read the tweet and answer the question.

In your opinion, what sort of mentorship is needed in order for someone to “make a leap” into becoming a startup founder?



Diana
@sdianahu




Excited to run this cohort at YC to mentor women who want to make a leap from working at a big tech co to startups.

It'll be a fun journey for sure

Please feel free to DM for any questions or email me

✓

Cohort — a group of people (often students).
Make a leap — go through a big change / take an important step.
Big tech co — big tech companies (Apple, Google, etc.)

 Review the glossary from the text and make sure you understand the meaning of each phrase.

1. Come on board	Join a company.
2. Come into play	Become active or effective.
3. Peer	A person of the same age, status, or ability as another specified person.
4. Overcome	Successfully deal with.
5. Strive to	Make great efforts to achieve or obtain something.
6. Invaluable	Extremely useful.
7. Pick up on	Notice or detect.
8. Dedicated	Committed to a task or purpose.
9. Thought-through	The past participle form of “think through” — think about all the possible consequences and details.
10. Aspiring	Hopeful and ambitious to achieve a certain career goal.
11. Target	Aim at something.
12. Milestones	A significant stage or event in the development of something.
13. Have (something) in place	Exist in a working state.
14. Take advantage of something	Use something for your own benefit.
15. Go over	Consider / discuss something step-by-step.
16. Get (something) out of the way	Finish doing something difficult or unpleasant.
17. Logistics	The detailed organization and implementation of a complex operation.
18. Ping	Contact someone via computer or phone.

EXERCISE 3

Think about your first day on any of the jobs you’ve had. How did it go? What sort of mentorship/training were you given?

GRAMMAR

Conditionals in Business English



EXERCISE 1

Read the blogpost and look at the highlighted sentences.

Which of the highlighted sentences describes:

- a) a call to action
- b) a direct suggestion
- c) a polite suggestion
- d) a hypothetical course of action

IDEAS ON PRODUCTIVITY

1) If you want to know how to adopt a healthy mindset and achieve your goals without burning yourself out, you will definitely enjoy the book called “Atomic Habits” by James Clear.

Being productive is just as much about getting things done as it is about eliminating bad habits that hold you back.

2) For example, if you really tried going to bed and waking up an hour earlier than usual, you would have more energy for the day and more time to plan your activities.

You can find out what changes you

need to make to your routine simply by putting yourself in the shoes of a life coach. Let me ask you this: 3) if you were to teach a class on productivity, what would you talk about? What advice would you give? By thinking about those questions, you can come up with a great bit of advice that you can follow yourself.

4) If you have any questions on the topic of productivity, I will be happy to answer them! Go ahead and email me or leave a comment below and we’ll continue this discussion



USE THE 1ST CONDITIONAL:

1. To talk about **actual** plans and make **direct** suggestions

- *If we focus our attention on fixing this bug, we will attract 20% more customers in the next month.*

2. As a **call to action**

- *I will stay tuned for your emails if you'd like to keep this discussion going.*

Note: Oftentimes, we don't need to use Future Simple in the main clause. Instead, Present Simple is used (this form is also called "0 Conditional").

- *Feel free to message me if you have any comments, questions or concerns.*

USE THE 2ND CONDITIONAL:

1. To express a **polite, indirect** suggestion

- *If we focused our attention on fixing this bug, we would attract 20% more customers in the next month* (The idea is the same as in case 1 but it sounds more polite and less pushy).

2. To talk about **hypothetical** actions you're not actually planning to take or that are impossible to do

- *If I applied for that job, I would spend at least 2 days preparing for the interview* (you're not actually planning to apply).

Note: for this purpose, it is common to use a special modal form of the verb "to be" to show that the action is purely hypothetical.

- *If we were to focus our attention on fixing this bug, we would attract 20% more customers in the next month* (we're not actually planning to do this).
- *If I were to move to Spain, I would learn Spanish first* (I'm not actually planning to move to Spain).



EXERCISE 2A

Choose the right option.

1. If I **know/knew** more context, I would be able to help you better.
2. If he **agreed/will agree** to our proposal, we could get started today.
3. If you could let me know what I did wrong, I **would really appreciate/really appreciate** it.
4. Would it be more convenient to you if we **will reschedule/rescheduled** the meeting?
5. If this issue ever occurred, I **wouldn't know/don't know** what to do.
6. It would make sense for us to migrate our client base if we **didn't have/wouldn't have** such a big client pool.
7. If you **will be/were** to tackle this issue, how would you approach it?

EXERCISE 2B

Put the words in brackets in the correct form.

1. I am tired of sifting through tons of garbage online before I can find a book that can actually be valuable. If I **(have)** a reading list so that I could make the most effective use of my self-study time, I **(to be)** so happy.
2. If I **(to be less tired)**, I **(go)** to the gym, but I guess it's not happening today.
3. I don't think you can call Jim lazy. If he **(not care)** about his job, he **(not stay)** at his desk until 9 p.m. every day.
4. If they **(to fail)** the production phase again, their manager **(to be fired)**.
5. If you **(to feel)** like going on a business trip, consider using this app.
6. We need to be careful here; if we **(to charge)** too much for the application, nobody **(to want)** to use it.
7. I know that saving funds isn't our priority. But if we **(to want)** to do that, that **(to benefit)** the company
8. If the results of the survey **(to be)** to be favorable, we **(to implement)** to implement the new feature.

EXERCISE 3

Continue the sentences with your own ideas.

1. If I had my own island, _____
2. If you want to learn a foreign language, _____
3. If you don't want to miss the deadline, _____
4. If we hired 10 more developers, _____
5. If I had an extra hour every day, _____
6. If I were to write a book, _____
7. If you focused on finding a good mentor, _____

PRONUNCIATION

🔊 a₁c EXERCISE 1A

Listen to the recording (track 10.2) and repeat.



[Open in Google Drive](#)

- collaborative
- innovative
- applicable
- comfortable
- readable
- revolutionary
- visionary

🔊 a₁c EXERCISE 1B

Listen to the recording (track 10.3) and repeat.



[Open in Google Drive](#)

Compound nouns (nouns that are made up of two words) are always pronounced with the stress on the **first word**.

- notebook
- laptop
- airport
- whiteboard
- website
- input
- app store

🔊 a₁c EXERCISE 1C

Listen to the recording (track 10.4) and repeat.



[Open in Google Drive](#)

Some words change their stress depending on whether they are nouns or verbs.

Nouns	Verbs
Per <u>mit</u>	Per <u>mit</u>
Sur <u>vey</u>	Sur <u>vey</u>
Re <u>cord</u>	Re <u>cord</u>
Pro <u>ject</u>	Pro <u>ject</u>
Pro <u>test</u>	Pro <u>test</u>
In <u>sult</u>	In <u>sult</u>
Lo <u>g</u> -in	Lo <u>g</u> in

EXERCISE 2

Read the sentences out loud. Then listen to the recording (track 10.5) and check your pronunciation.



[Open in Google Drive](#)

1. If you want to show your support, you can donate via PayPal over on my website.
2. We can't project any specific sales numbers yet.
3. Are you having an issue with the log-in? Try and log in from a different device.
4. Please complete this 5-minute survey when you get a chance.
5. We've installed CCTV cameras to survey the premises.
6. Have you recorded your answer? Let me listen to the record.

SPEAKING & SOFT SKILLS

Speaking about your goals

EXERCISE 1

Read the introductory text and complete the sentences with your own goals.

Speaking of building a successful career path and leading the lifestyle of your dreams, **verbalizing** your goals plays a crucial role in that.

verbalize

Pronunciation  /və:'b(ə)lɪz/

Translate **verbalize** into Spanish

VERB

(British **verbalise**)

[WITH OBJECT]

- 1 Express (ideas or feelings) in words, especially by speaking out loud.

'they are unable to verbalize their real feelings'

It will also help you connect with people during a job interview or a networking event as they will be able to get a better understanding of who you are and what value proposition they can offer you. Here are some phrases that can help you explain your goals to others:

1. In the near future, I'm planning to...
2. My primary goal at the moment is to...
3. I'd love to...
4. Currently, I'm putting most of my focus/energy towards...
5. I'm hoping to (be able to)..... by (the end of the year)
6. My top priority at the moment is to...

WRITING & SOFT SKILLS

Writing a reach-out letter

EXERCISE 1A

Read the two messages (a-b). Which one do you would be better suited:

- a) For someone you don't know very well or have never met in-person?
- b) For someone you know and have established a relationship with?

EXERCISE 1B

Fill in the gaps with the words from the box.

struggling with · word of mouth · tips · predicament

- a) Hi Gary,

Thanks so much for your blog! Your last article on web dev frameworks gave me a couple of great ideas to use in my future projects.

I'm currently finding myself in a _____ and when I wondered who to turn for help, you seemed like the right person. I'm a full-stack web developer trying to launch an independent freelancing career. While I am confident in my skills and have a few good projects in my portfolio, I am _____ growing my client base. I get most of my clients through _____ and referrals but the business isn't as successful as I'd like it to be.

Do you have any _____ to share? Any ideas on what I should do? **I'd highly appreciate any advice you could give me.**

Thanks a lot for your help!

connect · set up · expert help · favor · take

b) Hi Sam,

As you may already know, you're someone I look up to. **I've been thinking about a few things I could improve** in writing sleek code and I could really use some _____. Could we _____ a time for me to ask you a few career-related questions? I don't think it will _____ more than 20 minutes of your time.

Let me know if we can _____ next week and what time works best for you.

I'll be sure to return the _____ as soon as I can.

Thank you!

EXERCISE 2

You want to grow fast in your career. Think of who you would like to be your mentor to guide you on this journey. It can be someone you know or someone you don't know yet. If it's someone you

don't know, try to find as much information about them online as you can before you reach out to them.

Write a reach-out message, using the examples above.

Twitter is a wonderful place to connect with people from all over the world. You can start networking on Twitter by reaching out to Anna at @anna_gandrabura

DROP A FOLLOW >>



GLOSSARY OF TECHNICAL TERMS

Kick-off meeting — the first official meeting of a group of people who will be working together on a project.

Whiteboarding session — the process of collaborating during brainstorming sessions on a whiteboard, remotely or in-person.

Code review — a software quality assurance activity in which one or several people check a program mainly by viewing and reading parts of its source code.

If you want a little extra practice:

Reading

Check out this list of online mentoring platforms for business and career development.

[READ ARTICLE >>](#)

Fun stuff

Check out this podcast on career growth. The episodes are under 20 minutes long!

[LISTEN TO PODCAST >>](#)

Fun stuff

Learn 4 super modern business idioms in Anna's podcast.

[GO TO EPISODE >>](#)