

KEEP
~~SMALL STEPS~~
~~ARE STILL~~
PROGRESS
-ING!

DAVE PRESTON

MAY 2024

Keep Progressing Course – May 2024

Welcome to the May edition. This is what you have to look forward to.

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9. Quiz: Know your essential colleague characteristics
10. Can you fly a plane & do grammar at the same time?

You can download all the accompanying PDFs in the course! Enjoy!

What do you prefer? Gimme some feedback, DM me @ LinkedIn [\(24\) David Preston | LinkedIn](#)

MB Shorts. Gen Y is losing interest in email jobs. (Read article [online](#))

Here is some tricky vocabulary conveniently translated into German. Enjoy.

1. **trade school** = Berufsschule.
2. **appeal** = Anreiz
3. **to throw a wrench in** = Einen Schraubenschlüssel werfen.
4. **enrollment** = Einschreibung.
5. **to opt out** = Abmelden/abwählen.
6. **vocational programs** = Berufliche Programme.
7. **according to** = Nach der
8. **straightforward** = direkt
9. **debt** = Verschuldung.
10. **shortage** = Verknappung.
11. **to drive up** = hochtreiben.
12. **earnings** = Verdienst.
13. **median pay** = Medianlohn.
14. **accountant** = Buchhalter.
15. **payroll provider** = Gehaltsabrechnungsanbieter.
16. **leak** = Leck.
17. **survey** = Umfrage.
18. **Blue collar jobs** = Arbeiterjobs.
19. **secure** = sicher
20. **amid** = in Mitten.
21. **to render some jobs obsolete** = einige Jobs überflüssig machen.

Of all the decisions that 18-year-olds can make about their future, one is becoming more popular: going to **trade school**.

The increasing **appeal** of skilled trade work is **throwing a wrench in** the **enrollment** levels of pricey four-year institutions as more young people **opt out of** traditional college and **opt into** **vocational programs** that offer good pay and stability, per the Wall Street Journal.

- The number of students enrolled in vocational-focused community colleges increased 16% from 2022 to 2023, **according to** data from the National Student Clearinghouse.
- The number of students studying **construction** at two-year undergraduate programs rose ~12% since 2021.

Why? Four-year schools **used to** seem like the most **straightforward** path to a high salary, but with their costs going up, they also lead to a lot of **debt**. Meanwhile, a **shortage in** skilled workers has **driven up** workers' **earnings**: **Median pay** for construction workers rose more than 5% last year to \$48,089, compared to \$39,520 for new **hires** in professional services (like **accountants** and IT workers), according to **payroll provider** ADP.

Plus...software can't repair a **leak in your roof** (yet). In a recent **survey**, the majority of young people said **blue-collar jobs** seemed more **secure** than white-collar ones **amid** developments in generative AI technology that could **render some jobs obsolete**.—CC

Please download the PDF below.

Video: Introducing yourself to new colleagues. (Watch [online](#))



Oxford Online English offer a whole host of cool short videos on various topics in English with very well-thought-out "examples" you can take, copy, paste and adapt for you.

What better way to start than with the topic "Introducing yourself"? In the video, Oli (the presenter) covers the following situations - "Tell me about yourself in"

1. Job interviews
2. university applications
3. English exams
4. At work - introducing yourself to new colleagues - start the video at 10 minutes.

Grab the examples PDF below, **tweak** (an etw feilen) them to suit your needs and try them out. Good luck & enjoy.

Know your UK from your US English 1. (Play quiz [online](#))

0:17

US English

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British English

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Submit Answers

How well do you know your British English from your American? In this first quiz, we start with quite common words. Good luck & enjoy.

Don't forget to download the quiz & answer sheet PDFs below.

MB Shorts. Apple's computer for your face is finally here. (Read article [online](#))

Here is some tricky vocabulary conveniently translated into German. Enjoy.

1. **to be supposed to do something** = etwas tun sollen
2. **long-awaited** = lang erwartet
3. **to hit the shelves** = in die Regale kommen
4. **reviews** = Rezensionen
5. **to convince somebody** = jemanden überzeugen
6. **to be worth** = es wert sein
7. **immeasurable** = unermesslich
8. **to get one's eyes dilated** = die Augen weiten
9. **turning point** = Wendepunkt
10. **efforts** = Anstrengungen
11. **to take off** = schnell wachsen
12. **novelty** = Neuheit
13. **to usher in** = einleiten
14. **to equate to** = gleichsetzen
15. **crucially** = entscheidend
16. **shaman** = Schamane
17. **nonetheless** = trotzdem
18. **to get early access** = frühen Zugang bekommen
19. **caveats** = Vorbehalte
20. **immersive** = immersiv
21. **according to** = nach/gemäß
22. **to navigate something** = etwas steuern
23. **killjoy** = Spielverderber
24. **outdated** = veraltet

Before reading the text, why not watch the Apple promotion video? [A Guided Tour of Vision Pro](#)

Tech enthusiasts and/or their assistants are spending this morning like it's 2007: lined up outside Apple Stores for the new gadget that's **supposed to** change everything.

The **long-awaited** Vision Pro **hits Apple's shelves** in the US today. While early **reviews** are mixed, the Vision Pro still has the potential to deliver wearable tech's "iPhone moment"...if Apple can **convince** customers that its device **is worth** \$3.5k and the **immeasurable** price of looking like **you just got your eyes dilated**.

This could be a turning point for the entire tech industry. Despite the best **efforts** of companies like Meta and Samsung, augmented-, virtual-, and mixed-reality headsets **haven't taken off** as anything more than **novelty** gadgets for gamers. Apple thinks it can be the one to change this by marketing the Vision Pro as a must-have tool for both work and play that will **usher in** an era of what Apple calls "spatial computing," aka working in a 3D virtual space instead of on a computer (think Tony Stark in his garage).

It's possible that Apple has already sold ~180k headsets in **preorders**, but it only expects to sell 400,000 total units this year. Still, that **equates to** \$1.4 billion in sales.

What it's like to use the Vision Pro

The headset comes with 600 specialized apps but is **crucially** missing Meta, Netflix, Spotify, Google, and YouTube. *Avatar* director and technology **shaman** James Cameron **nonetheless** called his demo a "religious" experience, while other reviewers who **got early access** let out some "oohs" and "aahs," along with **caveats**:

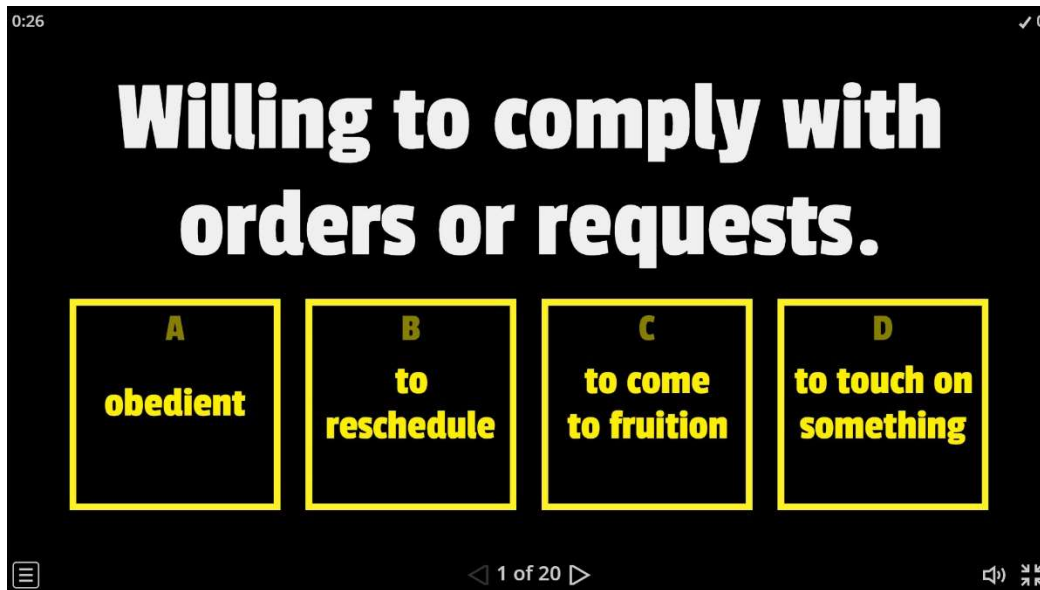
- **Pros:** The 23-million-pixel visuals, namely Vision Pro's **immersive** content and theater mode, really are all that, **according to** [John Gruber](#). **Navigating** the screen with your eyes is pretty cool, too, [Casey Newton](#) wrote.
- **Cons:** Downsides include the virtual keyboard, the **killjoy** battery pack, isolation (it's a one-person device), a potentially minimal effect on productivity, and size/weight (it's heavier than an 11-inch iPad Pro, according to [The Verge](#)).

Is there no going back? After trying out the Vision Pro, some reviewers said their regular 2D devices felt **outdated**.—ML



Please download the PDF version below.

Know Your Vocabulary Quiz 1 (Play Quiz [online](#))



Welcome to the more interactive "crossword" quiz, which tests your knowledge of vocabulary. The random list of words is created from my participant's "Best of the Month" vocabulary list. This list is what we use to have a monthly game of Taboo to review the vocabulary.

As you can see, you have a definition of one of the words/phrases and have to choose the correct one.

Would you like to have business English lessons with us? Please drop us an email: yourbusinessenglishcoach@outlook.de

Good luck & enjoy.

Please download the PDF quiz and answer sheet below.

Try this for size 1 (Play quiz [online](#))

0:31 1 of 2

1. I like to [] on weekends, exploring new places at a leisurely pace.

2. The company donated a large sum of money to [].

3. She couldn't help but [] after eating the whole cake.

4. Tom and Sally are [].

5. The new athlete is expected to [] the previous record holder.

6. Did you know you can add a [] to this word to change its meaning?

7. What [] should I add to the end of this word?

8. He always manages to [] in conversation topics that nobody wants to discuss.

9. The [] surrounding the garden keeps the rabbits out.

10. Sarah is a [] person and always has something to say.

Submit Answers

Word Bank: siblings, bring up, potter around, fence, talkative, charity, feel guilty, outperform, prefix, suffix

Like the "Know your vocabulary series", the "Try this for size series" is based on group chat vocabulary. Amazing the variety of vocabulary you can get.

In this series, you simply have to fill in the gap - easier said than done. Good luck and enjoy.

As always you can grab the quiz/answer PDF below.

Video: Dragons' Den. Dating App gets Dragons hot under the collar. (Watch video [online](#))



Dragons' Den is the perfect training for business and general English. For those who don't know what Dragons' Den is - long story short. A person/people - above John, pitches his business and product idea(s) to 5 wealthy business people aka the Dragons. They can decide whether they would like to invest in the company.

If there is only one thing you could do to improve your business English, then it would be to watch Dragons' Den videos on YouTube. Use my "comprehension exercises" template (see below) to think about what you are watching.

I'm so excited by this that I actually created a "Keep Progressing" course, with 10 guided watching (vocabulary list/transcript). You can find this course @ "[Keep Progressing](#)" courses or as part of the 30€ a month "[Business English Academy Membership](#)" (BEAM). Find out by following the links to my website.

Back to this episode. Introducing the Dragons from left to right:

Sarah Willingham (restaurants)

Touker Suleyman (fashion)

Deborah Meaden (family holidays)

Nick Jenkins (internet entrepreneur: Moonpig.com)

Peter Jones (e-commerce, mobiles, television, media and leisure)

Here is a vocab list in chronological order (part of the "Guided Watching" concept in the BEAM), you can also download the PDF below with the transcript, too.

to sign up to a service (sich für einen Dienst anmelden), **to match sb with sb**, (jdn mit jdm zusammenbringen), **to do away with sth** (etw. abschaffen), **to swipe** (wischen), **to have sth in common with sb** (etw. mit jdm gemeinsam haben), **except** (außer), **proximity** (Nähe), **to target sth** (auf etw. abzielen), **niche** (Nische), **specificity** (Genauigkeit), **to blend sth with sth** (etw. mit etw. mischen), **beard** (Bart), **to stroke sth** (etw streichen), **to launch (a product)** (Produkt einführen), **wedding invites** (Hochzeitseinladungen), **press**

coverage (Medienberichterstattung), **bespoke** (maß –(Anfertigung)), **to be smitten** (hingerissen sein), **to turnover** (Umsatz machen), **give or take** (plus/minus), **proof of concept POC** (Machbarkeitsnachweis), **to set sth up** (etwas einrichten), **publisher** (Verleger), **to sign a contract** (einen Vertrag unterzeichnen), **non-disclosure agreement (NDA)** (Geheimhaltungsvereinbarung), **to crack** (hier: einbrechen), **to anticipate** (vorhersehen), **in the region of** (in der Gegend von), **recurring revenue** (wiederkehrende Umsätze), (Offenbarung), **to woo sb** (umwerben), **retail tycoon** (Einzelhandels-Tycoon), **to play hard to get** (schwer zu bekommen sein), **to progress from sth to sth** (sich von etw. zu etw. weiterentwickeln), **to match make** (Partnervermitteln), **forward-thinking** (vorausschauend denken), **to click with sb** (sich mit jdm (auf Anhieb) verstehen), **to convince sb** (jdn überzeugen), **to scale up** (vergrößern), **to paint sb a picture of sth** (jdem ein Bild von etw. malen), **market cap** (Marktkapitalisierung), **to spring up** (aus dem Boden schießen), **demand** (Nachfrage), **customer support** (Kundenbetreuung), **to invoice/bill sb** (jdm eine Rechnung ausstellen), **self-assured** (selbstsicher), **to prompt sb to do sth** (jdn zu etw. veranlassen), **to make up own's mind** (sich entscheiden), **credible** (glaubwürdig), **to get one's toe in the water with sb** (mit jdm den Zeh ins Wasser stecken), **to make sb an offer** (jdm ein Angebot machen), **to put up (half of the money)** ((die Hälfte des Geldes) aufbringen), **proposition** (Angebot/Vorschlag), **to keep one's own counsel** (seine Meinung für sich behalten), **to be about to do sth** (im Begriff sein, etw. zu tun), **to declare one's hand** (seine Absicht erklären), **equity** (Eigenkapital), **bid** (Angebot), **to bypass** (jdn/etw umgehen), **to split the investment** (die Investition aufzuteilen), **to be keen to do sth** (etw. unbedingt tun wollen), **to do a deal** (ein Geschäft abschließen), **to table an offer** (ein Angebot unterbreiten), **on one's own terms** (zu/nach jds eignen Bedingungen), **to have sth up one's sleeve** (einen Trick auf Lager haben), **"I'm gonna tell you where I am"** (Ich werde dir sagen, wo ich bin), **conflict of interest** (Interessenkonflikt), **to come to the conclusion** (einen Entschluss fassen), **regardless** (trotzdem), **to be appealing** (reizvoll), **to blush** (rot werden), **likewise** (ebenso), **to join forces** (Kräfte bündeln), **strategic bid** (strategisches Gebot), **to seal the deal** (den handel besiegeln), **to up the ante** ((noch) einen drauf setzen), **coup** (Hier: gelungener Streich), **to clinch the deal** (den Kauf abschließen), **tenacious** (hartnäckig), **Hey up, that's shaking it up a bit** (Hey, das ist mal eine Abwechslung), **to summarise** (zusammenfassen), **to pace around** (auf- und abgehen), **anxiously** (ängstlich), **to be firmly in the driving seat** (fest im Sattel sitzen), **to sweat sth out** (etw. Mit Angst erwarten), **to opt for sb** (sich für jemandem entscheiden), **revised bid** (überarbeitetes Gebot), **stake** (Anteil), **to undercut** (unterbieten), **vote of confidence** (Vertrauensvotum), **thrilling** (aufregend), **to sink in** (einsinken).

As always good luck and enjoy

MB Shorts. Bezos reaps the tax benefits of being a Florida man. (Read article [online](#))

Here is some tricky vocabulary conveniently translated into German. Enjoy.

1. **tax benefits** = Steuervergünstigungen
2. **housewarming party** = Hauseinweihungsparty
3. **shares** = Aktien
4. **former** = ehemalige
5. **to announce** = ankündigen
6. **to hint at** = andeuten
7. **stock** = Aktie
8. **capital gains tax** = Kapitalertragssteuer
9. **to go into effect** = in Kraft treten
10. **income tax** = Einkommenssteuer
11. **to offload** = abladen
12. **zip code** = Postleitzahl
13. **hordes (of)** = Horden (von)
14. **to head to** = einen Ort ansteuern
15. **to afford** = (sich etw) leisten
16. **according to** = nach/gemäß
17. **Census Bureau (data)** = Statistikamt

Don't worry about picking up a bottle of wine for Jeff Bezos's **housewarming parties**—he can buy his own. The billionaire saved around \$288 million in taxes after **selling** 24 million Amazon **shares** (about \$4 billion worth) over the last week from his new Florida address instead of his **former** Washington one.

When he first **announced** he was moving in November, Bezos said he wanted to be closer to family and Blue Origin, but his financial records **hint at** other possible reasons:

- The Amazon founder had been slowly selling off company **stock** since 1998, but he stopped in 2022, when Washington's 7% **capital gains tax went into effect**.
- Bezos became a Florida man—and the state doesn't have capital gains taxes (or **income taxes**).

Bezos has said he plans to **offload** about 50 million Amazon shares in total over the next year, worth ~\$8.7 billion currently. With a Florida **zip code**, he could save at least \$610 million when he does.

If you lower taxes, they will come: Bezos was among the **hordes of** megarich, including Ken Griffin, Carl Icahn, and Daniel Och, who **headed to** Florida in recent years. But it's not just folks who can **afford** beachside mansions—between 2021 and 2022, 740,000 people moved to Florida, **according to Census Bureau data**, the most of any state in the country.
—MM



Please download the PDF version below.

Quiz: Know your essential colleague characteristics! (play [online](#))

0:14

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|-------------|--------------------------|--------------------------|--|--------------------------|--|
| versatile | confident | <input type="checkbox"/> | expressing opinions or desires strongly and with confidence, but also respecting others' rights and feelings | <input type="checkbox"/> | friendly and easy to talk to, making people feel comfortable when coming to them |
| resilient | responsible | <input type="checkbox"/> | showing care and effort in one's work or duties | <input type="checkbox"/> | able to adapt or be adapted to many different functions or activities |
| patient | (to take the) initiative | <input type="checkbox"/> | able to make decisions quickly and confidently | <input type="checkbox"/> | the ability to take charge and make decisions without being told what to do |
| reliable | assertive | <input type="checkbox"/> | able to be trusted to do what is expected or needed | <input type="checkbox"/> | skilled at finding ways of dealing with problems, especially using limited resources |
| diligent | approachable | <input type="checkbox"/> | having an obligation to do something, being accountable for one's actions | <input type="checkbox"/> | arriving or doing something at the agreed or proper time |
| resourceful | decisive | <input type="checkbox"/> | able to wait calmly for a long time or endure difficulties without becoming annoyed or anxious | <input type="checkbox"/> | feeling sure about oneself and one's abilities or qualities |
| punctual | | <input type="checkbox"/> | able to recover quickly from difficult conditions or setbacks | | |

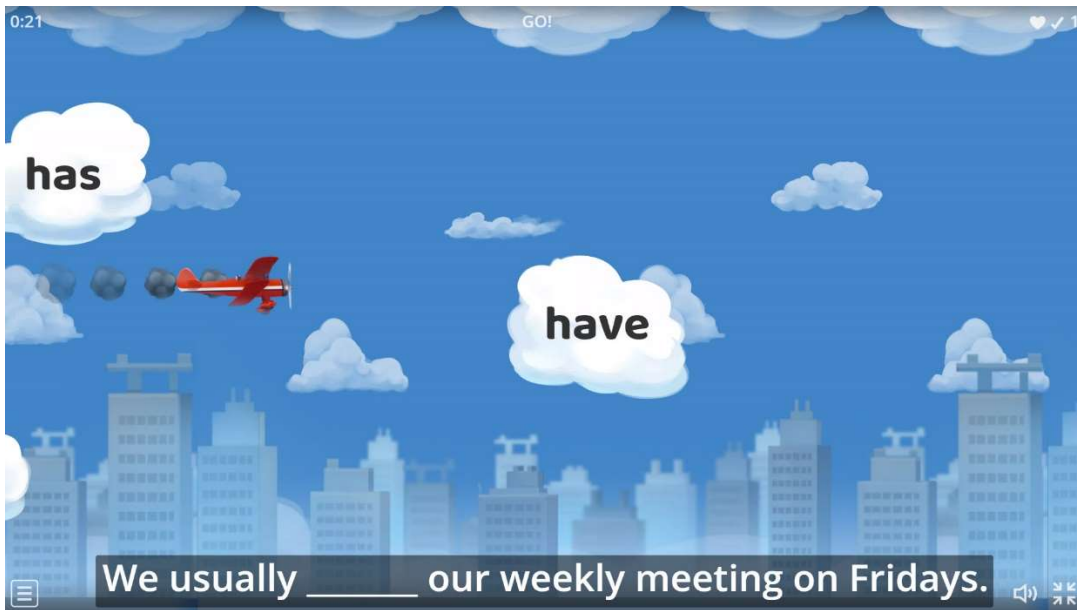
Submit Answers

What are your essential colleague characteristics? Do you know the words in English? With this quiz, you have to match the characteristics with the English definition.

Thanks to the wonderful "Wordwall" - quiz maker, you can also listen to how the words are spoken in different English accents. Good luck & enjoy.

As always, the downloadable question and answer sheets PDF are below.

Can you fly a plane & do grammar at the same time? (play quiz [online](#))



This is a super fun way to train your grammar!

It's especially difficult because you have to read the sentence at the bottom, figure out which word is missing and fly towards this cloud all without hitting the wrong clouds.

AND you only have 3 lives to complete the quiz.

Good luck and have fun.

As always you can grab the the quiz and answer PDF sheets below.

Thank a million
CU next month
Take care
I love Dave