

## BODY AND MIND



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### OVERVIEW

- **Reading:**  
*The Stress-Free Diet*
- **Language Work:**  
*Nouns (4-end)*
- **Skills:**  
*Idioms and Fixed Expressions*
- **Applied Writing:**  
*Using Idioms and Fixed Expressions in a Text*

## Getting Ready

### A. Before reading, discuss these questions.

1. What is the biggest factor of stress in workplace?
2. If you don't have free time, what will you do releasing the stress?

### B. Which of the following will you choose to get back your mood in working? Why?

- a. Movie

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- b. Book

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- c. Music

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- d. Side walking

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- e. Shopping

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## Word Power

*Taken from: English Vocabulary in Use*

Carla had a bad day at work yesterday. She was late for work.

She had too much work to do.



Her colleague was in a bad mood.



Her computer crashed.



The photocopier was out of order.



One day, you may face these problems when you are in a workplace, just what has been experienced by Carla.

### A. Take out the vocabulary related to *Problems at Work* from the figure above.

Don't forget to describe it in English. One number has been done for you.

1. .... :

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2. .... :

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3. Too much work :

*Given overload works more than what people can do.*

4. .... :

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5. .... :

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6. .... :

**B. Can you think of some problems that you, as a student, have in university life?  
Mention and explain it briefly.**

1. *Staying up* :

*Not being able to sleep all night long because of too much tasks.*

2. .... :

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3. .... :

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4. .... :

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5. .... :

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6. .... :

## Reading Passage

Get as much information as possible from the text.

### Text 1

## The Stress-Free Diet

*By: Jerome Burne*



When a friend told Tony Cozzi that diet was the answer to the stress that he and his staff suffered from, he was sceptical. 'Massage, meditation, exercise, all seem likely to reduce stress, but not whether you eat nuts or crisps.'

Despite his scepticism, he went to a nutritionist and signed up the staff for two months of rice, salads, fresh fruit, yoghurts and nuts in place of the usual rolls, crisps, Mars Bars and the like.

The results at ASAP, the design and marketing company Cozzi owns, were miraculous. All the seven staff who took part lost weight; Cozzi started sleeping properly and stopped snapping at everyone. Everyone claims to have more energy, and the number of days when someone is sick has dropped from five a month to one. Only the one individual who went back to his chips and chocolate seems to get sick these days.

'This is a very stressful job.' Say Cozzi. 'It is great place to work and we all love it, but it is deadlines, deadlines, deadlines all the time. Everyone is stretched and when one person goes off sick everyone has to work twice as hard. For some time I'd been looking for ways of helping us all deal with stress better. Now, I've found the answer.'

*Taken from: The Financial Times – Market Leader*

### A. List all the types of food mentioned in the article.

- |          |          |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |

3. \_\_\_\_\_ 8. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**B. After scanning the text, circle your answer. Which of these statements is T for TRUE, F for FALSE?**

- |   |          |          |
|---|----------|----------|
| 1. If you still suffer from something (par.1), it is good for you.                                  | <b>T</b> | <b>F</b> |
| 2. If you are sceptical (par.1) about something, you believe it.                                    | <b>T</b> | <b>F</b> |
| 3. Massage (par.1) is a type of written communication.  | <b>T</b> | <b>F</b> |
| 4. Meditation (par.1) is when you try to relax by emptying your mind of all thoughts and feeling.   | <b>T</b> | <b>F</b> |
| 5. Exercise (par.1) is what you get when you participate in sport.                                  | <b>T</b> | <b>F</b> |
| 6. Scepticism (par.2) is the noun related to 'skeptical'.   | <b>T</b> | <b>F</b> |
| 7. If you sign someone up to do something (par.2), you make an agreement that forces them to do it. | <b>T</b> | <b>F</b> |

**C. Look at the text, number the following information about ASAP in the order it appears.**

1. Cozzi believes he has found a way of treating stress among employees. ( )
2. Cozzi had been looking for a way of treating stress among employees. ( )
3. Employees have to deal with a lot of time limits for finishing work. ( )
4. It is nice place to work. ( )
5. People at ASAP have to work very hard. ( )
6. When one person is ill, the others have to work even harder. ( )

**D. Should companies try to persuade employees to eat better, take more exercise, etc., or should this be left to individuals? What practical steps can companies take to persuade people to change their behaviour?**

## Text 2

# **Energizing the Workplace: What Managers Need to Know**

*By: Ray Williams*



The energy and vitality of individuals and organizations depends on the quality of the connections among people inside the organization, and between them and their customers and clients. The key to transforming your own work experience and the performance of the people around you is to build and nurture high quality connections.

So says Jane Dutton, professor of Business Administration at the University of Michigan and author of the book, *Energizing Your Workplace*. Dutton argues that low quality connections are marked by distrust and disregard of others' worth, and like metal corroded through exposure to toxic substances, people in toxic organizations are corroded through exposure to the toxicity of low-quality connections and subsequently it corrodes innovation, loyalty and commitment.

What Dutton means by energy is the sense of being eager to act and perform at a high level. Energy is the fuel that makes great organizations run. Every interaction with others at work--big or small, brief or lengthy--has the potential to deplete vital energy.

When positive energy is activated through a high quality connection, it can lead to what psychologist Barbara Frederickson calls, "positive spirals." People who have high quality connections experience more energy and more positive emotions such as joy, interest and love. This state of being increases their capacity to think and act in the moment. In turn, this change builds more capacity and desire to effectively interact with others, generating more opportunities for energy to spread.

Management researchers Rob Cross and Wayne Baker at the University of Michigan have been studying the effects of energy in work networks and how energy--positive or negative--can spread like a virus. Most corrosive connections between work colleagues or managers occur in small incidents over time, not through blow-ups, and the effect is cumulative. And this corrosive relationship can often migrate from connections at work to the home, family and friends.

According to Peter Frost, author of *Toxic Emotions at Work*, and professor of organizational behavior at the University of British Columbia, the benefit of high quality connections is enormous. High quality connections benefit individuals both in their overall well-being and their work performance. High quality connections revitalize, helping people to live longer by reducing the risk of death from heart disease; lessens the susceptibility to depression; and reduces self-destructive behaviors. High quality connections enable individuals to engage more fully in job tasks, increases their capacity to learn and eagerness to cooperate with others.

Managers can enhance high quality connections in their organizations through an number of strategies argues Dutton, including developing a plan that has four components--task enablement; focusing on ways of interacting that facilitates other's successful performance; building trust, which is acting in ways that convey to others the belief they will act with integrity; a plan to handle and correct corrosive relationships; and the establishment of programs and policies and processes that enable high quality connections and the removal of those that don't.

The Gallup organization's survey of workers in the past few years has clearly shown that employee engagement levels and productivity has severely declined because of relationship issues. Corrosive work relationships are like black holes that can swallow up energy that people need to do their jobs. In contrast, high quality relationships generate and sustain energy, equipping people to be happy and productive. Of all the management strategies available, this holds the promise to have some of the greatest impacts in organizations.

*Taken from: psychologytoday.com*

**E. According to the text and your own understanding, answer these questions. Try to not copy the sentences in the text.**

1. What is the key to transform our workplace?

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2. What are the benefits of high quality connection? You may add your opinion.

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3. What does the author mean by *Corrosive Relationship*?

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4. What manager should do to enhance high quality connections?

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5. Resume the text content in five sentences.

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**F. Find the synonyms of the words used in the text.**

1. Toxic : \_\_\_\_\_

2. Migrate : \_\_\_\_\_

3. Capacity : \_\_\_\_\_

4. Enhance : \_\_\_\_\_

5. Corrosive : \_\_\_\_\_



## Language Use

## NOUNS (4-end)

In this chapter, you will focus on Singular and Plural nouns. It is also very familiar for you since it has been learned in high schools. You must learn it quickly by now since it only recalls your memory related to nouns which are singular and those which are plural.

## Singular and Plural Nouns

1. We add –s to form the plural of most nouns.  
*chiefs, taps, months, friends, bags, bells, lessons, eyes, chairs.*
2. We add –es after nouns ending in:  
-o = potato – potatoes\*                      -ch = match – matches  
-s = class – classes                          -sh = dish – dishes  
-x = box – boxes  
\*Or we add –es or –s: cargo – cargoes/cargos, volcano – volcanoes/volcanos  
Or we add only –s: bamboos, photos, radios, solos, videos, zoos.
3. Consonant + -y becomes –ies:  
Country → Countries  
Strawberry → Strawberries  
\*Proper nouns ending in –y just add an –s:  
*Have you met the Kennedys?*  
*The last four Januarys have been very cold.*
4. Vowel + -y adds an –s:  
Day → Days                      Key → Keys  
Boy → Boys                     Guy → Guys
5. We add –s or –ves to:  
*Hoof – Hooves*  
*Scarf – Scarves*
6. We just add –s to:  
*Handkerchiefs*  
*Roofs*

## Irregular Plural Forms

1. We change the vowels of some nouns to form the plural:  
Foot – Feet                                      Tooth – Teeth  
Goose – Geese                                      Woman – Women  
Man – Men    \*Child – Children  
Mouse – Mice                                        \* Ox – Oxen
2. Some nouns have the same singular and plural forms:  
*Aircraft, deer, salmon, trout, sheep.*
3. Nationality nouns ending in –ese and –ss have the same singular-plural forms:  
*A Chinese – The Chinese*  
*A Swiss – The Swiss*

**A. Rewrite these sentences in the plural making necessary changes.**

1. This cherry is very sweet.

*These cherries are very sweet.*

2. I've lost my key.

\_\_\_\_\_

3. This knife is blunt.

\_\_\_\_\_

4. The leaf is turning yellow.

\_\_\_\_\_

5. The roof has been damaged.

\_\_\_\_\_

6. We have a Henry in our family.

We have three \_\_\_\_\_

**B. Rewrite these sentences in the plural making necessary changes.**

1. Which video do you like best?

*Which videos do you like best?*

2. Which volcano is erupting?

\_\_\_\_\_

3. This is John's pet mouse.

\_\_\_\_\_

4. This tooth is giving me trouble.

\_\_\_\_\_

5. Can you see that goose?

\_\_\_\_\_

6. A postman is busy all the time.

\_\_\_\_\_

7. We're going to sell that sheep.

\_\_\_\_\_

8. I can see a salmon in the water.

\_\_\_\_\_

9. Which aircraft has just landed?

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10. A Swiss is used to mountains.

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**C. Change into the correct plural forms.**

**WHAT DOES IT COME UNDER?**



*Longman English Grammar*

If you're dieting there are certain (*food*) ...*foods*... you really have to avoid: (*cake*) \_\_\_\_\_ and (*biscuit*) \_\_\_\_\_ are out for a start, but you can't live forever on (*tomato*) \_\_\_\_\_ and (*orange*) \_\_\_\_\_. There are (*man*) \_\_\_\_\_ and (*woman*) \_\_\_\_\_ who spend their entire (*life*) \_\_\_\_\_ counting the calories they take in each day. Some national (*cuisine*) \_\_\_\_\_ make you fat. The (*Japanese*) \_\_\_\_\_ have a high protein diet, while the (*Swiss*) eat a lot of milk (*product*) \_\_\_\_\_. Personally, I'm lucky not to have to diet, but my friend, John, can't eat anything without looking it up in his Calorie Chart. This is carefully organized so that (*strawberry*) \_\_\_\_\_ and (*peach*) \_\_\_\_\_ are under 'Fruit'; (*potato*) \_\_\_\_\_ and (*spaghetti*) \_\_\_\_\_ come under 'Starchy Foods', and so on. I entertained John to a nice low calorie meal yesterday and at the end I offered him some jelly. 'What does "jelly" come under?' he asked looking at his chart. 'Half a litre of double cream,' I said, pouring the stuff over my plate!

## **IDIOMS AND FIXED EXPRESSIONS**

Before learning about some useful and applicable idioms and expressions, *first*, you have to know what it means by *idiom* and *fixed expression*.

An *idiom* is a group of words with a meaning that is different from the individual words, and often difficult to understand from the individual words.

There are also expressions in English where the meaning is easy to understand, but the same idea in your language may need a completely different expression. In other words, if you just translate from your language, you may say something in English which is completely wrong.

Basically, they are just similar. They can be included in your daily sentences to help you enrich English vocabulary content.

**Read the short text below.**



Project. Report. Deadline. I just **get used to** it now that I've been a part of large company for four years. My job doesn't even give me time to rest. When we did one job, our boss will tell us to **get a move on**. There is always one job after another. If we can't handle it, asking help from partner will be helpful. We can **take it in turns** to work on something. Asking help may also be a **short cut** to save our energy. Sometimes, things get worse when you have no one to help. You know, there is always egoism in workplace. Let me give you some tips. If you want to ask something that no one will **give you hand** to answer, just find the answer **off-hand**. If one day you can't **make it** on important meeting, ask a reliable partner to **keep an eye on** your job and promise him/her that you'll **pay it in return**. Having a hard time in the middle of the work? Just do a **small talk** with some partners is really helpful to lessen stress.

**A. Take out the bold idioms and expressions from the text and explain its meaning for your best understanding (in English).**

1. *Get used to* :  
*Becoming a habit. It is a habitual.*

2. .... :  
\_\_\_\_\_

3. .... :  
\_\_\_\_\_

4. .... :  
\_\_\_\_\_

5. .... :  
\_\_\_\_\_

6. .... :  
\_\_\_\_\_

7. .... :  
\_\_\_\_\_

8. .... :  
\_\_\_\_\_

9. .... :  
\_\_\_\_\_

10. .... :  
\_\_\_\_\_

**B. Now, work in group of three and compose a conversation. Include the idioms and fixed expression you got in the previous exercise.  
Practice your conversation in front of the class.**

### USE IDIOMS AND FIXED EXPRESSIONS IN A TEXT

You have read two texts in this chapter;

1. The Stress-Free Diet, by Jerome Burne
2. Energizing the Workplace: What Managers Need to Know, by Ray Williams

You learned that stress is possible when you are having too much work/study. As a student, you must have the symptoms too and you have your own ways to handle the stress. Based on your experience, write it down into two paragraphs.

To help you organize the text, fill the list below:

**A. List all stress symptoms you have/had as a student.**

1. Insomnia
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. Etc.

**B. List all way-out (solving) you do to lessen the stress.**

1. Listen to *al Quran Recital* before going to bed.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. Etc.

**C. You got 10 idioms from the Speaking Section. Now, you have to include at least three idioms/fixed expressions in your text.**

\* Do not force yourself to make a long paragraph. Each paragraph should contain at least 6 sentences and contain all information you list before.

\_\_\_\_\_ [TITLE]

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