

Reading & Writing

A. Read the text quickly. Choose the best title for each paragraph from A-F below and write the letter in the box. There is one more title than you need.

Titles	Paragraph
A. Turning emotional intelligence into a skill	
B. Emotional intelligence in the workplace	
C. Train the trainers	
D. Cognitive and emotional intelligence	
E. Choosing the right people	
F. Its true meaning	

B. What different words can be found for the following words and phrases in the headings?

1. turning:
2. in the workplace:
3. cognitive intelligence:
4. emotional intelligence:
5. choosing the right people:
6. its true meaning:

C. Read the text again. Are the statements True or False?

Statements True or False?	Statements True or False?
1. There was no correlation between eating the candy and later achievements.	
2. Part of emotional intelligence is being able to put yourself in someone else's shoes.	
3. We should distinguish influence from manipulation.	
4. People may get hostile when talking about their job performance.	
5. It is sufficient to give the employee information about their performance since it is their own responsibility to improve.	

D. Complete the sentences with information from the text.

1. I'm very proud of myself as last night to smoke.
2. My manager likes using trendy words. Self-reflection seems to be his new at the moment.
3. He is obviously not able to his true feelings.
4. Drinking a lot of water is if you want to survive.
5. He seems to havemy advice as he is a lot more polite now.