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https://www.100test.com/kao_ti2020/645/2021_2022_bec_E4_B8_AD_E7_BA_A7_E8_c85_645832.htm Confidence can make or break your career. Luckily for those lacking it, self-belief is easy to boost (1)..... “ Hugely from a leadership and team perspective, ” says Rob Yeung, a corporate psychologist at Talentspace and author of Confidence: The Art of Getting Whatever you Want. “ You must be confident for others to have confidence in you. People equate confidence with competence. ” Bob Etherington, a sales, negotiation and presentation trainer, says it can be the difference between success and failure. “ Companies aren ’ t run by people who are the best but by people who think they ’ re the best. ” (2)..... “ Often you do need to feign confidence at first, ” says Mr Etherington. “ You try and adopt the feeling of someone who knows what they ’ re doing. ” But, he adds, the best thing about faking confidence is that it often evolves into the real thing. “ You get a picture in your mind of the outcome you want. Athletes do it all the time they see the ball going into the hole. Even though you don ’ t really believe it, your brain latches on to it. That gets your confidence going. ” (3).....

When engaging in conversation or making presentations, Mr Etherington ’ s advice is: “ Speak clearly and drop your voice, stand with your feet about 30 centimetres apart, use your hands when you talk and make eye contact. ” Peter Shaw, an executive coach at Praesta, says that personal experiences can also help. “ Remember

occasions when you have been confident in the past. Encapsulate memories of success, ” he says. “ You could also have a mantra, like ‘ I can do this ’ or ‘ Keep calm and carry on ’ . Or you can think of situations where you ’ re confident outside of work and then transfer some of that into the work environment. ” Mr Yeung says: “ Psychologists also talk about the ‘ illusion of transparency ’ . Most people believe that when they are nervous everyone can see this. But they can ’ t. Just remembering this can make you more confident. ” (4)..... Two ways to improve how you come across are to make sure you have done your homework and to show up to meetings with plenty of time to spare. “ You may not actually need to read all those pages the night before but it will boost your confidence, ” says Mr Shaw. “ Preparation is as much psychological as practical. ” Arriving early is also a good way to collect your thoughts. “ If you arrive flustered and have to apologise, you won ’ t inspire confidence in those you ’ re meeting and you start on the back foot. ” (5).....

There is a fine line between self-belief and arrogance. A confident manager is grounded enough to “ accept criticism and welcome feedback ” , adds Mr Yeung. Language Points: 1. equate 使等同 2. feign 假装 3. evolve 演变 100Test 下载频道开通 , 各类考试题目 直接下载。 详细请访问 www.100test.com