

Answers

A) Match the phrases to the definitions

Based on the context of the article, can you match the words in the box to the definitions listed below? Then add the word into the example sentence. You may need to change the form of the word to fit the meaning of the sentence.

to weigh up	to carry out	to outweigh	to pinpoint
to pay off	to see the bigger picture	comprehensive research	to factor in
a consensus	to dig a little deeper into	to lean towards	to settle on

1. A general agreement: **a consensus**

*"We have finally reached a **consensus** on the issue."*

*"We should build a **consensus** before we jump into any decision."*

2. To find something very precisely: **to pinpoint**

*"We have managed to **pinpoint** the root cause of the problem."*

3. To do something or perform a process: **carry out**

*"We have **carried out** a detailed assessment into all of the potential risks."*

4. To evaluate something very carefully, including all of the positives and negatives, risks and benefits: **to weigh up**

*"I think that we need to **weigh up** a few more options before rushing into a decision."*

5. To include something when you are weighing up your options: **to factor in**

*"We need to **factor in** the problems that we had during the covid 19 crisis if we want to make an accurate assessment of how well the company has performed over the past 5 years."*

6. To be more significant than something else in the outcome of a decision: **To outweigh**

*"I believe that we should go ahead with the expansion of the company, because the benefits clearly **outweigh** the risks."*

7. Research which is very detailed:

*"We need to carry out more **comprehensive research** to understand the risks involved."*

8. To give a good result after a difficult process:

*"Our hard work has really **paid off**".*

9. To be more supportive of a particular decision or point of view: **to lean towards**

*"I am currently **leaning towards** accepting the offer, but I need a little more time to think about it."*

10. To try harder or to research more into something: **to dig a little deeper into**

*"I think we need to **dig a little deeper** into this before we come to any final decision. The situation is clearly far more complicated than we first thought."
"John, if you could **dig a little deeper** into that before our next meeting, and then present your findings, we can make a more accurate assessment."*

11. To choose something after considering other choices: **to settle on**

*"After in-depth discussion and debate, we have finally decided to **settle on** option A."*

12. To see an overall view or perspective on a situation: **to see the big picture**

*"We need to **see the big picture**. We can't keep making short-term decisions which won't benefit us in the future."*

B) Key Words in a New Context

How to avoid making rash decisions in an emergency

We all know the feeling. Stress is running high, deadlines are fast approaching and suddenly an unwanted problem comes up out of nowhere. You need to make a decision on how to solve it, and fast. The temptation is to make a quick decision without **weighing up** any of the pros and cons and just hope for the best. This kind of approach almost never **pays off**, as the decision will likely not bring the desired solution that you are looking for.

So how should you make a decision in a crisis? Well, the first step is to take a deep breath, take a step back and think for a second about what exactly is happening. You then need to take some time to collect all the information that can help you to solve the problem. One major error in making decisions quickly is that you fail to **factor in** all the potential options in order to make the right decision. Read articles on the subject and **carry out** as much **comprehensive research** as possible into the problem. This may take some time, but if you **dig a little deeper** into the problem then you are more likely to **pinpoint** the most effective solution. Don't try to solve the problem all by yourself. You may be **leaning towards** one solution which is completely inappropriate, and your team could be the ones to change your mind and save you from making a terrible decision. Call a meeting with them, an emergency meeting if necessary, bounce a few ideas around and try to build **a consensus**, even if it has to be a quick one. Do the positives **outweigh** the negatives? Do the benefits **outweigh** the risks?

After you have followed all of these steps, the key now is to be confident enough to make the decision and implement it, safe in the knowledge that this is now a measured decision taken through implementing the correct steps.

C) Comprehension Questions

1. In the first paragraph, the author says that 'an unwanted problem comes up out of nowhere'. What do you think the author means with the phrase 'come up' in this sentence?
When a problem or issue comes up, it appears unexpectedly.
2. What 3 pieces of advice does the author give for making a good decision in a crisis?
Take a deep breath, take a step back and think about what is happening. Then collect all the information that can help you to solve the problem.
3. What do you think the author means by 'bounce ideas around' in the second paragraph?
This means to talk about things in an informal way in order to collect as much information as possible. This is similar to brainstorming.
4. What do you think is a 'rash' decision and what is a 'measured decision'?
A rash decision is a quick decision which has not been well thought out. It is a decision whereby you haven't taken the time to weigh up your options. A measured decision is the opposite - A decision which you have taken the time to think about, and one whereby you have weighed up all the options and carried out comprehensive research.