

UNIT 16



Performance Review 1

I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

fiscal year

diversification

prior

decision maker

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Steve: Wilson, for this performance review I want to focus on your production numbers, your relationship with key clients, as well as your strengths and weaknesses.

Wilson: Ok, that would be great.

Steve: I see for this fiscal year your sales numbers improved by 22% over last year. That's quite good.

Wilson: Thanks very much. I really put in a lot of extra effort with my top five accounts.

Steve: Yes, it shows. Your top five accounts make up 60% of your business. This is good diversification.

Wilson: I don't like to put all my eggs in one basket. The year prior, my top two accounts did most of my business.

Steve: Well done. You did an especially good job with Access Advisors. Their business had grown nicely.

Wilson: Thank you. I have a very good relationship with all the portfolio managers there.

Steve: That's important. You need to put the same effort into your other large accounts, improve your relationships with key decisions makers.

Wilson: Yes, I'm trying to do that and have been making some headway.

🚩 Comprehension check

1. What does Steve want to focus on for the performance review?
2. How is the improvement with regard to this year's sales?
3. How did Wilson manage to do well in his job?



I want to focus on~.	<ul style="list-style-type: none"> - I would like to focus on... - I prefer to focus on ... - I need to focus on...
You need to put the same effort into your large accounts.	<ul style="list-style-type: none"> - You're expected to... - You're supposed to ... - You have to ... - You should ... - You ought to... - You had better...
I really put in a lot of extra effort.	<ul style="list-style-type: none"> - ...try hard - ...try one's best - ...work hard - ...keep trying - ...strive for
Having been making some headway	<ul style="list-style-type: none"> - Make progress - Make inroads
I don't like to put all my eggs in one basket.	Means that one doesn't concentrate all efforts and resources in one area/ not putting your money or hopes or future into one thing

IV. Exercises

✚ Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

fiscal year diversification
 prior decision maker

1. A _____ starts at any point of the year and ends 12 months later.
2. _____ offers not just great opportunities but also much risk for investors.
3. We need to have a good _____ who can tell us which plans and strategies work well.
4. Sorry, I'm late. I had a meeting _____ to this.

✚ Exercise B

What advice would you give based on the following situations?

SITUATION	ADVICE
1. Sales have not improved for already 3 consecutive years.	
2. There has not been a good relationship among co-workers.	
3. Clients are not very satisfied with the products.	

✚ Exercise C

Evaluate your own work performance based on the following categories.

Relationship with co-workers
Strengths
Weaknesses
Things to improve

✚ ROLEPLAY

Talk to your employee about his performance. Give him some advice on how to maintain the increase in the company sales.

