

UNIT 17



Performance Review 2

I. Express Yourself



II. Vocabulary

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

organizational skills

keep abreast of ~

rapport

excel

III. Conversation Practice

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

Steve: As for your strengths and weaknesses, let's start with your strengths.

Wilson: Sounds good to me.

Steve: I find you to be a very hard worker with good organizational skills. You keep abreast of all the current market information and you have a very nice rapport with your clients.

Wilson: Thanks, I'm glad you feel that way.

Steve: As for your weaknesses, you sometimes get too caught up in details and do not always ask for help when you should. Also, you need to be doing more evening entertaining with clients.

Wilson: Fair enough, I'll try to work on both of those issues and show improvement before the next performance review.

Steve: Overall, you've done a very nice job this past year. Try to work on those relationships as well as the two weaknesses we discussed and you'll continue to excel.

Wilson: I'll do that. Thanks for your time.

 **Comprehension Check**

1. What are Wilson's strengths and weaknesses?
2. What is Wilson's reaction after Steve gives him his performance review?
3. What advice does Steve give to Wilson?



 **Key Points:**

<p>Sounds good to me.</p>	<ul style="list-style-type: none"> - That's fine. - That would be fine. - Certainly/ Sure.
<p>Fair enough.</p>	<ul style="list-style-type: none"> - I guess you're right. - Maybe you're right. - I understand. - That's good advice.
<p>I'll do that.</p>	<ul style="list-style-type: none"> - Certainly. /Sure. - I'll try my best. - I'll try hard. - I'll work hard. - I'll keep trying.

IV. Exercises

 Exercise A

Vocabulary Building

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

organizational skills	rapport
keep abreast of~	excel

1. It's important to _____ the current news and events.
2. She works so hard because she wants to _____ in her performance.
3. You should be able to build a good _____ with your co-workers.
4. In order to be a successful businessperson, one should have good _____.


 Exercise B

The words in the box are good and bad qualities of a businessperson. Identify which are good qualities and which are not. Explain why businesspeople should have/not have these qualities.

good communication skills	optimism
creativity	unafraid to take risks
no desire to improve	boastfulness
low confidence	knowledgeable
less initiative	

 Exercise C

Below are the performance reviews of some of your employees. Talk to them about their strengths and weaknesses, and give advice on what they should do to improve.




RINA

Performance:

Always on time

Does not consider others' opinions.




SARAH

Performance:

Flexible in her tasks

Not present at some meetings or important events.



KURT

Performance:

Good team player

Always submits reports late.

 ROLEPLAY

You are doing a performance review with an employee. Tell him/her about his/her strengths and weaknesses at work.

