

Performance Review



This week...

Fiona is giving Emiko her annual performance review. Overall she is happy with what she has done throughout the year, but she is pointing out what can be improved.

Lesson Objectives...

- Giving a performance review
- Pointing out what can be improved

Business English Conversation

Advanced Class



Do you get an annual performance review at your workplace?

Why does that man look so worried?



B



A



What is the man doing on the laptop?

Fiona	Hi, Emiko. Please come in and have a seat. I'd like to give you an annual performance review.
Emiko	Thanks, Fiona.
Fiona	Firstly, I'd like to say your dedication over the year has contributed greatly to the success of the project with our partners in New York.
Emiko	Thanks. I have enjoyed the challenge.
Fiona	You have also done an excellent job keeping staff motivated and focused even through difficult times.
Emiko	I am very glad to hear that.
Fiona	There is one area that I would like you to work on though. You need to learn how to manage your time in a more effective way.
Emiko	I understand. I appreciate you pointing that out and I will work hard on that from now on .
Fiona	Keep up the good work. It is a pleasure having you on this team.

Firstly, I'd like to say your performance in the lessons this year has been outstanding!

1. Firstly, I'd like to say
2. You have also done an excellent job
3. You need to learn how to
4. I will work hard on from now on.



Role Play – Performance Review

Student A is giving Student B his/her annual performance review. Student A is pointing out what Student B is doing well and also the areas which can be improved.



Student A: Welcome Student B to the performance review.

Student B: Thank Student A.

Student A: Begin the review.

Key Phrases

- Please come in and have a seat. I'd like to give you an annual performance review.
- Firstly, I'd like to say
- Your ability to
- You need to work on....
- I am very glad to hear that.
- I appreciate you pointing that out.
- I will work hard on that from now on.
- *Other*

Skills to be evaluated

- communication
- teamwork
- stress management
- quality of work
- problem solving
- commitment
- attitude
- *other*



1. Performance reviews cause too much stress.
2. Gathering data on employee performance is essential to running a successful business.
3. You can't trust employees to work hard unless you constantly check on them.

- What should an employer focus on in a performance review?
- How can a boss encourage their employees to work harder?
- How should a company deal with a lazy employee?

- contribution - *Your **contribution** to the project has been great.*
- effective - *Your methods are very **effective**.*
- dedication - *Thank you for your **dedication** to the company.*
- focus - *You need to **focus** more on your daily tasks.*
- manage - *You need to learn how to **manage** your time better.*
- performance - *I am very impressed with your **performance**.*
- pleasure - *It is a **pleasure** working with you.*



Staff Party

Many employees look forward to the traditional end-of-year staff party. It is a nice way for a business to celebrate its wins for the year and to make employees feel appreciated, allowing them to relax, get to know each other and share the joys of the season. Next week we will look at planning an end-of-year staff party.