



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

Basic 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?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences using the vocabulary.

1. performance
2. focus
3. challenge
4. manage

I am very impressed with your **performance** in the English lessons this year.



1. **Firstly, I'd like to say** you have worked very hard this year.
2. **You have also done a great job** communicating with the staff.
3. **You need to learn how to** deal with stress better.
4. **I will work on** my time management **from now on**.

- Words
- Phrases

Fiona	Hi, Emiko. I'd like to give you an annual performance review.
Emiko	Thanks, Fiona.
Fiona	Firstly, I'd like to say your dedication to your work over the year has been excellent.
Emiko	I am very glad to hear that.
Fiona	You have also done a great job keeping staff motivated and focused even through difficult times.
Emiko	Thanks. I have enjoyed the challenge .
Fiona	There is one area that I would like you to work on though. You need to learn how to manage your time better.
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.

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

Responses - Prepositions

Please select the most appropriate response for each item below:

1. A: Please come and have a seat.
B: Thanks.

at / in / to

2. A: Are you having a performance review this afternoon?
B: Yes. I am having it the HR manager.

from / with / at

3. A: How can I improve my performance?
B: You need focus on time management.

at / for / to

4. A: What time will your performance review be tomorrow?
B: It will be 10 o'clock in the morning.

at / for / in

5. A: Do you know where the documents are for the review?
B: I saw them the secretary's desk an hour ago.

for / on / at

6. A: Do you know where the meeting will be held?
B: I think it will be held the conference room.

on / for / in

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: Hi (name). I'd like to give you an annual performance review.
Student B: Thanks, (name).

Key Phrases

- Firstly, I'd like to say
- You have also done a great job
- You need to work on....
- You need to learn how to
- Keep up the good work.
- 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
- attitude
- *other*

- What is one main point an employer should 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?

- challenge - *I am enjoying the **challenge** of my new position.*
- 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.*
- learn - *I still have a lot to **learn**.*
- manage - *You need to learn how to **manage** your time better.*
- performance - *I am very impressed with your **performance**.*



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.