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

Basic Class

Performance	Review

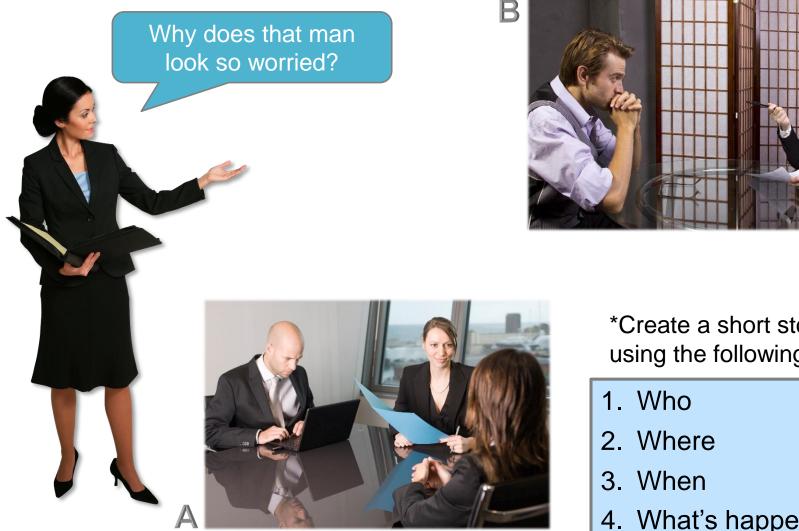
Warm Up – Topic Question





Do you get an annual performance review at your workplace?





What is the man doing on the laptop?

*Create a short story using the following format

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	o 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.	

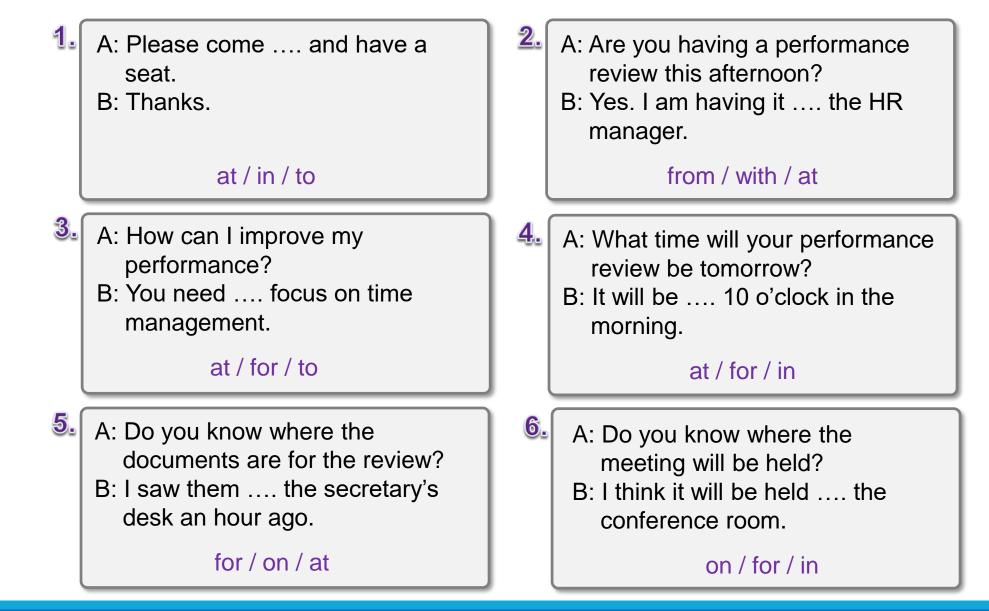


- 1. Firstly, I'd like to say
- 2. You have also done a great job
- 3. You need to learn how to
- 4. I will work hard on from now on.

Responses - Prepositions

Please select the most appropriate response for each item below:





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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: 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?

Word Index



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 <mark>learn</mark> .
manage	- You need to learn how to manage your time better.
performance	e - 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 endof-year staff party.