



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

Super Class



Do you get an annual performance review at your workplace?

Why does that man look so worried?



B



A



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. It has been a challenge, but very rewarding.
Fiona	Your ability to keep calm and composed under pressure is to be commended. You have 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 moving forward.
Fiona	Keep up the good work. It is a pleasure having you on this team.



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.

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 moving forward.
- *Other*

Skills to be evaluated

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




Talk about one of the following topics for one minute:

1. The effects of giving performance reviews to staff.
2. The disadvantages of micromanaging.
3. Keeping employees satisfied with their position within a company.

*Other students in the class, ask one question each to the presenter after the speech

- Do performance reviews increase productivity?
- What should an employer focus on in a performance review?
- Should employers trust their employees to work hard without reviewing their performance?



I heard on the grapevine that you are going to quit your job. Is it true?

beat around the bush – avoid the main topic; not speaking directly about an issue

- I won't **beat around the bush**. Your recent performance has been below expectations.

it takes two to tango – both parties involved in a situation or argument are equally responsible for it

- Stop blaming your colleague for the disagreement. **It takes two to tango**. Try to get along.

hear on the grapevine – to hear by rumour or gossip

- I **heard on the grapevine** you were interested in moving to the sales department. Is it true?



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.