



This week...

Haya is disappointed recently that she is not successfully reaching her goals. Fiona is giving her advice on how to achieve her goals.

Lesson Objectives...

- Setting personal business goals
- Advice for achieving goals

Business English Conversation

Advanced Class



Do you set weekly, monthly, yearly goals for yourself?

# Picture Description

Who is that businessman  
and what is he showing  
to that group of people?



What are they discussing?

<b>Haya</b>	Hi, Fiona. <b>I'd like to talk to you about</b> something.
<b>Fiona</b>	Sure, Haya. What's on your mind?
<b>Haya</b>	I set some goals for myself at the beginning of the year, but <b>I am having trouble</b> achieving them.
<b>Fiona</b>	When setting goals it is important that they are realistic. If you set unattainable goals for yourself it will only lead to frustration.
<b>Haya</b>	That's how I am feeling right now.
<b>Fiona</b>	Also, <b>it's a good idea to</b> write them down to help you stay on track to achieve them.
<b>Haya</b>	That is something I will start to do from now on.
<b>Fiona</b>	<b>Please don't hesitate to come see me anytime if you</b> are having a hard time reaching your goals.
<b>Haya</b>	Thanks Fiona. I really appreciate it.

I'd like to talk to you about your performance in class recently.

1. I'd like to talk to you about .....
2. I am having trouble .....
3. It's a good idea to .....
4. Please don't hesitate to come see me anytime if you .....



# Role Play – Setting Goals

**Student A** is having trouble achieving the goals he/she set at the beginning of the year.  
**Student B** is giving **Student A** some advice on how to achieve goals.



**Student A:** Ask **Student B** if he/she has time to talk for a minute.

**Student B:** Tell **Student A** that you have time and ask what it is about.

## Key Phrases

- I'd like to talk to you about something.
- I'm having trouble achieving my goals.
- That is something I will do from now on.
- I really appreciate it.
- What's on your mind?
- When setting goals it is important that ....
- Also, it's a good idea to ....
- *Other*

## Advice for Achieving Goals

- write goals down
- set short term milestones
- set realistic goals
- talk to a supervisor when struggling to achieve goals
- make a plan
- *other*



1. Companies often set unrealistic goals for their employees.
2. It is necessary to set personal work goals to succeed.
3. Employees can often get frustrated if they don't meet their goals.

- Do you sometimes set goals for yourself that are unrealistic?
- How do you feel if you fail to achieve your goals?
- Are goals necessary to achieve success?



- achieve - *By hard work we can **achieve** anything.*
- appreciate - *I really **appreciate** your help.*
- frustration - *He shook his head in **frustration**.*
- goals - *I'm sure I will be able to achieve my **goals**.*
- important - *It is **important** to stick to a plan.*
- realistic - *You need to set **realistic** goals for yourself.*
- trouble - *He's having a lot of **trouble** at work recently.*
- unattainable - *I think that is an **unattainable** goal.*