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## HR vocabulary advice practice

### Business Result Pre-Intermediate Units 14 and 15

*Choose one of the problems below and ask for your partners' advice. Which piece of advice is the best each time?*

- I have to read over 100 emails by the end of today.
- I have to write a thirty-page report before Monday.
- I can work from home two days a week but I waste too much time on Facebook and Twitter.
- I spend 30 hours a week in meetings.
- I can never meet the deadlines my boss sets me because he/ she doesn't allow me enough time to do the work properly.
- Meetings never finish on time.
- I don't have enough time to spend with my family.

*What phrases can you use to give advice, e.g. those beginning with "If...?"*

*Using those phrases, give each other advice on the new topic of training:*

- My boss has told me to **improve my performance**
- I want to **develop my English skills**
- My boss has asked me to **set** my own **goal** for my TOEIC score
- I don't know how to **achieve the goal of 600** in TOEIC
- I have to **give feedback to** someone who gave a terrible presentation
- I want to **improve my promotion prospects**
- My team is not **motivated**

*What advice would you give a boss who has to conduct **an annual appraisal interview**?*

*Are these things good or bad ideas?*

- use your own office for the interview
- do most of the talking
- start with one or two questions about the employee's personal life
- give negative feedback first
- discuss if the employee achieved last year's goals
- offer solutions when goals haven't been achieved

*Listen to recording 67 and compare it with your own ideas.*