

HR vocabulary advice practice

Business Result Pre-Intermediate Units 14 and 15

In groups of three or four, choose one of the problems from this list and ask advice from everyone else. 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.

Report one piece of best advice to the class and see if they can come up with better ideas.

Ask about any situations above you aren't sure about, working together as a class to think of suitable advice each time.

Brainstorm phrases for giving advice like those your group used in the previous stage.

Add more phrases with "If...".

Compare your phrases as a class.

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 for an annual appraisal interview?

- 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 Business Result Pre-Intermediate Unit 15 recording 67 and compare it with what you said.