

Lesson 40: Performance Review

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Mr. Yamamoto is evaluating William. To get a better perspective of William's performance, Mr. Yamamoto is asking him questions about his work in the past year.

Mr. Yamamoto: Overall, how do you feel about your work performance in the last year?

William: I think I worked harder than anyone else in the office.

Mr. Yamamoto: I see. Do you think you have improved any of your skills?

William: Yes. Now, I'm more sensitive to the needs of our customers.

Mr. Yamamoto: What skills do you think you need to improve this year?

William: I would like to gain more expertise in my field. I'd also like to improve the way we process customers' orders.

Mr. Yamamoto: Based on your answers, William, I'm going to give you an evaluation score of 5 out of 5.

William: Thank you very much, Mr. Yamamoto.

Mr. Yamamoto: I think you're very efficient in your job. I like how you seize opportunities for growth. I hope you will not forget to maintain a good relationship with your co-workers.

William: I'll keep it in mind. I appreciate your feedback, sir.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. She was upset about her evaluation. She's very sensitive to criticism.
2. My teeth are sensitive to cold food.
3. It's important to be polite and be sensitive to other people's feelings.

* be sensitive to ~ / ~に敏感である

3. Your Task

You are the head of the HR (human resource) department. You are talking to an employee (=your tutor) who got a low rating in his performance review. These are the reasons for his bad evaluation: 1) he doesn't meet deadlines, 2) he sleeps during workhours, 3) he doesn't contribute ideas to projects. In a business-like manner, talk to the employee about his evaluation. Give the employee some advice so he can do better in the future.

4. Let's Talk

What words describe you as a valuable employee?

Why is a performance review important?

Does your company review employee performance regularly?

Tell your tutor about it.

5. Today's photo

Describe the photo in your words as precisely as possible.

