



Listening 2 PRO

2nd Edition

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3



Unit Goals

You will listen to people discussing:

- performance reviews
- work goals
- salaries
- job promotions

Warm-Up

How do you think these idioms relate to the unit? Match the idioms with the correct pictures.

first pump
goal

finish line
bull's eye

happy dance
fscore



You need
to improve
your time
management
skills

1. _____



2. _____



3. _____



4. _____





3-1 **A. Listen to the following conversation. Decide if each statement is true (T) or false (F). For question 5, select the best answer.**

1. _____ The woman wants to do the work that Jeremy used to do.
2. _____ The woman needs another month to finish the catalog.
3. _____ The woman was asked to get lower prices from the printer.
4. _____ The woman has achieved the goals she set last year.
5. _____ Look at the graph showing sales performance. Which salesperson did the best in 2017?



3-2 **B. Listen to some sentences from the conversation in A. Then choose the best responses.**

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. a. To discuss this request you submitted.
b. You can call in the afternoon.
c. It's long distance, area code 224. 3. a. It's to manage a group of students.
b. Yes, it is taking me a long time.
c. Ah, it's not exactly finished yet. | <ol style="list-style-type: none"> 2. a. One was to finish the catalog by June.
b. There are a few pens on my desk.
c. Yes, you are correct. Congrats! 4. a. You're right.
b. No, you haven't.
c. I think I can. |
|--|--|

Useful Expressions



When you want to get information from a person about what is happening, you can ask:


What's going on?

Can you fill me in?

What's up with this?

Can you get me up to speed?

Work Goals

 **C. Listen to the following statements. Decide which statement best describes each picture. Write the letters above the correct picture. Two of the statements will not be used.**

1. _____



2. _____



3. _____



4. _____




5. _____



6. _____



 **D. Listen to the following talk between an employee and his boss. Then answer the question below.**

What does the manager ask Grant to do?

- Complete a form
- Evaluate his goals from last year
- Write a report

 **E. Short Dialogue**

Listen to what happens next. Then practice repeating what the speakers say.

A: Let's see what you've come up with, Grant.

B: I wrote a few down here. One, I want to find a way to process invoices more efficiently. It takes me so long to do it, but it's such a simple task.

A: Alright, that sounds like a good plan. What else?

B: Two, I'd like to shadow you and other managers, if I can.

A: OK, we'll see if that can happen. Anything related to your work hours?

B: Yes, the third one. I'd like to manage my time better so I can leave the office on time. It might mean I try harder to come into the office on time.

A: Good. I was hoping you'd say something about that. I think your priority this year should be to come in on time and stay productive.



3B



Vocabulary

A. Match the words with the correct definitions.

- | | |
|-----------------------------------|-----------------------|
| <i>a. priority</i> | <i>b. accomplish</i> |
| <i>c. offer</i> | <i>d. bring in</i> |
| <i>e. take into consideration</i> | <i>f. significant</i> |
| <i>g. productive</i> | <i>h. commission</i> |

1. _____ to think about
2. _____ to stay busy, doing work
3. _____ to give, such as a job
4. _____ having an important effect or quality
5. _____ to make money
6. _____ a percentage earned from the sales a person makes
7. _____ something thought to be important or the most important
8. _____ to finish or complete

B. Review the vocabulary by completing the following sentences with the correct form of the words from A.

1. Scientists make _____ discoveries that help humans live better and longer lives.
2. I think you are the best person for the job. I want to _____ you the position.
3. Sales people don't earn an hourly pay, but they do get a(n) _____ on every sale they make.
4. My parents _____ about \$100,000 a year if you add up how much they both get paid.
5. Sorry, but taking out the trash is of low _____ for me.



Salaries

C. Listen to the following conversation with three speakers. Decide whether the statements below are True (T) or False (F).

1. ____ Beatrice has had her job for six months.
2. ____ Ken didn't know Beatrice was still in school.
3. ____ Beatrice will be getting a master's degree.
4. ____ Arthur will give Beatrice her performance review.
5. ____ Sylvia has no confidence in Beatrice.
6. ____ Ken believes Beatrice will do well in the new job.
7. ____ The junior accountant job is not a full-time position.



D. Listen to the conversation from C and check your answers.

3-7



Claira



Howard



Molly



Arnold

E. Notice the pattern each speaker in D uses to introduce his or her salary. Put the topics in the correct order.

____ a. details about the job

____ c. name

____ b. current salary

____ d. possible or starting salary

F. Look at the picture. What types of jobs do you think the people have? Then think about your own job. Create an introduction using either real or made-up information. Practice your talk with a partner.

3C

Job Promotions

A. Read the following statements. Decide if each is related to performance reviews (P), work goals (W) or salaries (S).

1. _____ Kevin said that I'd been successful over the past year, but not enough to get a pay increase.
2. _____ My job has a pay grade of K4, which means I bring in \$45,500 a year.
3. _____ I hope to increase the number of clients I assist from three to seven.
4. _____ I hope that my manager takes into consideration that I completed a certificate program while doing my job well.
5. _____ I earn a 10% commission instead of a salary, and I think I actually make more that way.
6. _____ I plan to arrive at work early and not have to work overtime from now on.



3-9

B. Listen to the following talk given by a manager to her employee. Complete the talk using the correct form of the words and phrases from the box.

instead of

assist

ease into

topic

accomplish

positive

handle

recognition

Ah, Frederick, I'm glad I could catch you before you left. I wanted to congratulate you on your 1. _____ performance review the other day. Were you expecting the promotion? I hope you don't mind but you were the main 2. _____ at our weekly manager's meeting. You really deserve the 3. _____ and the pay rise. Sometimes it can be tough to transition from a regular employee on the sales room floor to being a lead. But we all agreed you could 4. _____ the responsibility. You get a twenty-five-cent raise, and it might not seem like much, but the best benefit of the job is that you can wear your own clothes 5. _____ the uniform. I'm going to give you a week to 6. _____ the job. You'll be



responsible for planning employee breaks and making sure someone is assigned each register and a stock worker is working in each station. You'll also be giving the end-of-night talk, summarizing the day's happenings. Going forward, you need to think about a special project you'd like to take on. Can any of our systems be improved? Or, maybe you want to design a display for a new product. You also need to set three goals you want to 7. _____ in your first six months on the job. Let me know if you need any help with the planning or goal setting. I'm happy to 8. _____ you in any way.

C. Get into groups of two. Imagine the talk in B was a conversation between the manager and the employee, instead of a talk. Create the conversation using the information above. Use the model conversation below to help you start.

A: Hi, Frederick. I'm glad I could catch you before you left.

B: Hi, Mary. What's going on?

A: I wanted to congratulate you on your positive performance review the other day.

B: Thanks! It was pretty unexpected. I heard most employees received ratings of "acceptable". I never even thought I'd be offered a promotion.

A: Well, I hope you don't mind, but you were the main topic at our weekly manager's meeting. We all agreed you deserved it.

D. Practice the conversation. Then present your conversation to another group.

