

- · 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 pumpfinish linehappy dancegoalbull's eyefscore



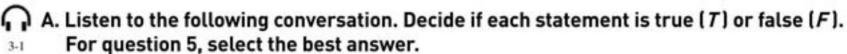


2. _____



3.





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



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B. Listen to some sentences from the conversation in A. Then choose the best responses.

- 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.

- 2. a. One was to finish the catalog by June.
 - 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. _____



n

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?

- a. Complete a form
- b. Evaluate his goals from last year
- c. 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.

complish
ing in
nificant
mmission

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.

lives.	discoveries that help huma	ans live better and longer	
2. I think you are the best pers	son for the job. I want to	you the position.	
Sales people don't earn an sale they make.	hourly pay, but they do get a(n)	on every	
4. My parents get paid.	about \$100,000 a year if you add	about \$100,000 a year if you add up how much they both	
5. Sorry but taking out the tra	sh 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.







☐ 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.

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 befor	re you left. I
wanted to cong	ratulate you on
your 1	
performance re	eview the other
day. Were you	expecting the
promotion? I he	ope you don't
mind but you w	ere the main
2	at our
weekly manage	er'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 job. You'll be

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.

