

Unit 7, Lesson 5: He's a good worker

1. Vocabulary

| Performance Review | | |
|-------------------------|------------------------|--------------------------|
| performance review 工作評估 | excellent, superior 出色 | supervisor 監督者 |
| evaluation form 評定表 | good 好 | employee 員工 |
| punctuality 準時 | fair 平平 | customers 顧客 |
| appearance 外表 | poor 差 | salesperson 銷售員 |
| professional dress 職場穿著 | need improvement 需要改進 | sales clerk 銷售業務員 |
| grooming 修飾 | improve 改進 | babysitting 做保母 |
| communication 溝通 | never 絕不 | babysit, babysat 做保母 |
| product knowledge 產品知識 | rarely 很少 | smelled pretty bad 難聞的氣味 |
| Job knowledge 工作知識 | sometimes 有時 | scary 恐怖 |
| teamwork 團隊合作 | usually 通常 | touch 觸碰 |
| work quality 工作品質 | always 總是 | diapers 尿布 |
| problem 問題 | tow truck 拖車 | enjoy 喜愛 |
| skills 技巧 | comb hair 梳頭 | huh 噫 |
| yourself 你自己 | yeah 是的 | giggles 咯咯笑 |

2. Performance review

A. Tiny's performance review

Tommy: Remember the two-hour _____ (做保母) I asked you to do for my uncle Tom?

Here is his _____ (工作評估) for you.

Tiny: _____ (噫)?

Tommy: He said that the baby _____ (有難聞的氣味).

Tiny: _____ (是的), it _____ (is / was) _____ (恐怖). I did not dare (to
_____ (觸碰) the _____ (尿布).

Tommy: Here is the performance review. Read it _____ (你自己).

| Performance Review for Tiny | | |
|---|---------------|--|
| | Rating 評分 | Comments 評論 |
| _____ (外表) | _____ (出色) | Tiny _____ (looks / looked) clean and nice. |
| _____ (準時) | _____ (差) | Tiny _____ (is / was) late for 30 minutes. We _____ (have / had) to cancel one appointment. |
| _____ (溝通) | _____ (出色) | The baby _____ (喜愛) working with Tiny. |
| _____ (工作知識) | _____ (平平) | Tiny fed the baby, but he _____ (does / did) not change the baby's _____ (diapers). |
| _____ (團隊合作) | _____ (差) | We _____ (call / called) Tiny to check the baby. He _____ (does / did) not answer or call back. He messaged us to the wrong email address. |
| _____ (工作品質) | _____ (平平) | The baby _____ (looks / looked) happy but smelled bad. |
| Comments Tiny _____ (做保母) for us for two hours. His _____ (外表) was excellent. He _____ (looks / looked) very clean and nice. Tiny _____ (communicates / communicated) with the baby well and the baby _____ (is / was) happy. | | |

Tiny's _____ (工作知識) is _____ (平平). He fed the baby but did not change her diaper.

Tiny's _____ (準時) and _____ (團隊合作) are poor. He _____ (is / was) late for 30 minutes. He _____ (do / did) not return our calls when we _____ (call / called) to check on the baby.

Tiny's _____ (工作品質) is fair. The baby likes him. She _____ (咯咯笑) every time she hears the name Tiny.

Tiny can be a great babysitter if he _____ (pay / pays) more attention and _____ (work / works) harder.

B. Performance criteria 工作標準

In general, what makes a good or bad job performance? Complete the chart below with your team. Your team will share the chart with the class.

| Good job performance | Poor job performance |
|----------------------|----------------------|
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| | |

C. Your ideal performance review

Write an ideal performance review for yourself. Imagine that you will receive an excellent performance review for the work you do. What comments would you like to receive from your supervisor?

| Performance Review for Yourself | | |
|---|--------|----------|
| | Rating | Comments |
| Appearance | | |
| Punctuality | | |
| Communication | | |
| Job knowledge | | |
| Teamwork | | |
| Overall work quality | | |
| Comments | | |

3. Conversation in the real world

Let's talk!

4. Homework: Review Unit 7 lessons

| Lesson | 1 | 2 | 3 | 4 | 5 |
|----------------|------------------|-------------|---------------------------|-----------------|--------------------|
| Topic | What's your job? | Job hunting | What was your job before? | A job interview | He's a good worker |
| Textbook pages | 162 - 164 | 165 - 167 | 168 - 170 | 171 - 173 | 174 - 176 |
| Handout date | 10/11/2023 | 10/16/2023 | 10/18/2023 | 10/23/2023 | 10/25/2023 |