

Collaborating with colleagues

Theme:
Evaluating Performance



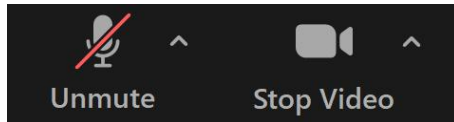
Before we start, please make sure...

- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is off (unmute when needed)
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes

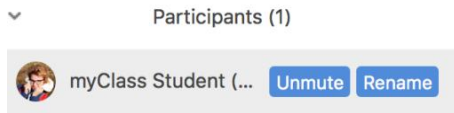


Zoom features

Check your audio and video settings

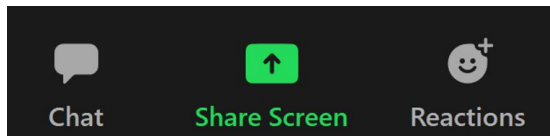


Use Latin letters for your name

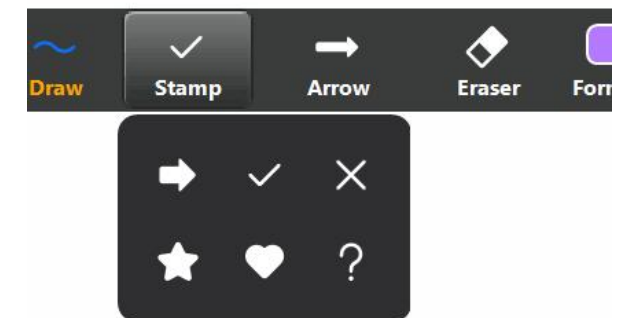
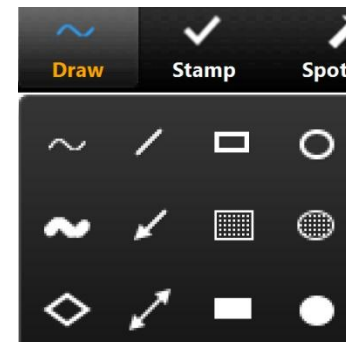
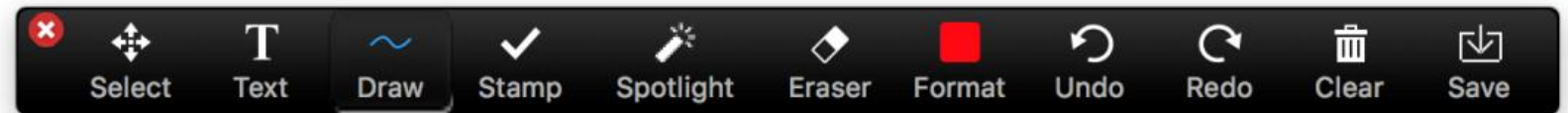
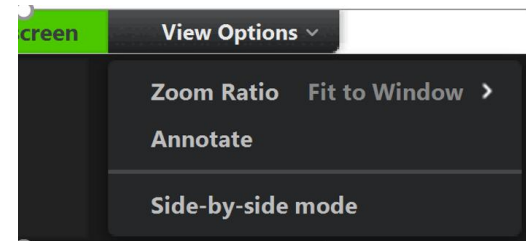


Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



Use Annotate when a screen is shared

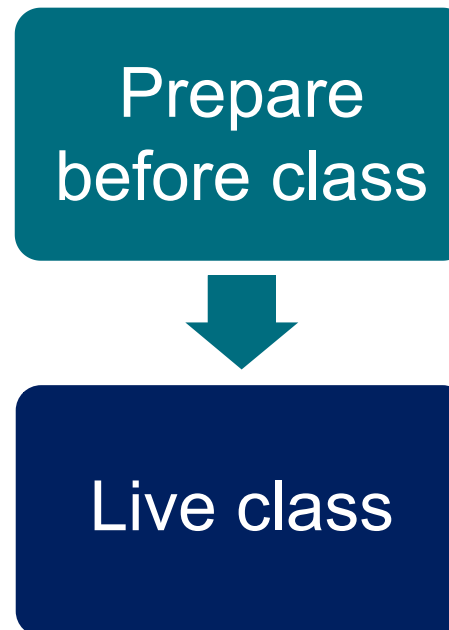
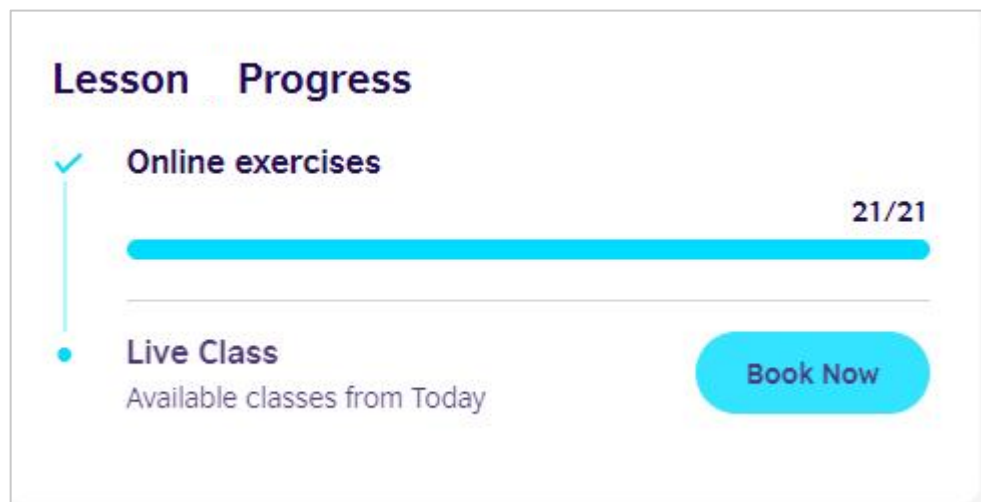


Use Save to make screenshots

How does it work?



You need to complete both parts to get the most out of your course.



Have you done your online activities?

Advice from a colleague

In progress



Talking to a colleague

In progress



Reporting progress

In progress



Making comparisons



Lesson objective: Recommending Candidates for a Role

Before the live class you...

- Read an informal email and listened to colleagues giving advice
- Studied asking informal questions and revised using Present Simple/Continuous
- Read and studied vocabulary about reporting progress and describing emotions

By the end of the class, you will have...

- Revised language to describe progress and emotions.
- Studied language to make comparisons between different candidates.
- Discussed different candidates and chosen the best one for a role in a company.



Lead-in

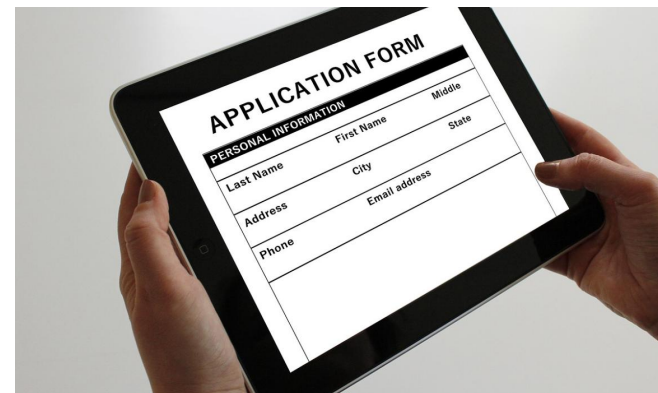
Tell your partner about the last job you applied for.

What was the job application process like for your current or last job?

Why do you think your application was successful?

Describe a colleague who is really good at their job and explain why.

What do you think is important when selecting candidates for a position?



Language focus 1: Language to describe progress

ground

let

mention

managed

update

Choose the correct word from the box to complete each sentence.

- 1) It wasn't easy, but I _____ to meet the deadline in the end.
- 2) We've already covered a lot of _____, so I think the whole project should be finished very soon.
- 3) He forgot to _____ that he needs everything finished by Friday.
- 4) I just wanted to give you all a quick _____ on how everything is going.
- 5) Please _____ me know when everything is finished.

Language focus 1: Language to describe progress: Answers

ground

let

mention

managed

update

Choose the correct word from the box to complete each sentence.

- 1) It wasn't easy, but I managed to meet the deadline in the end.
- 2) We've already covered a lot of ground, so I think the whole project should be finished very soon.
- 3) He forgot to mention that he needs everything finished by Friday.
- 4) I just wanted to give you all a quick update on how everything is going.
- 5) Please let me know when everything is finished.

Language focus 2: Language to describe emotions

Match the sentence halves together.

- | | |
|--|--|
| 1) I was shocked when... | a)...they seem to really like it! |
| 2) That meeting was so boring... | b)... I was absolutely stunned! |
| 3) Their reaction has been amazing... | c)... so I felt pretty intimidated meeting him! |
| 4) He's the CEO of the entire company... | d) ...about finally starting this position! |
| 5) I'm really excited... | e) He just walked in one day and said he was quitting! |
| 6) I just didn't know what to say... | f) I thought I was going to fall asleep! |

Language focus 2: Language to describe emotions: Answers

Match the sentence halves together.

- | | |
|--|--|
| 1) I was shocked when... | e) He just walked in one day and said he was quitting! |
| 2) That meeting was so boring... | f) I thought I was going to fall asleep! |
| 3) Their reaction has been amazing... | a)...they seem to really like it! |
| 4) He's the CEO of the entire company... | c)... so I felt pretty intimidated meeting him! |
| 5) I'm really excited... | d) ...about finally starting this position! |
| 6) I just didn't know what to say... | b)... I was absolutely stunned! |

Language focus 3: Language for making comparisons

- 1) He's by far the most experienced candidate.
- 2) The salary in this job is slightly higher than in the other company.
- 3) She has substantially more experience than anyone else.
- 4) He's the best manager we have ever had.
- 5) She is just as qualified for the job as he is.

Which sentence(s)...

Describe a big difference between things?

Describes a small difference between things?

Describes no difference between two things?

Compares one thing against many?

Language focus 3: Language for making comparisons: Answers

- 1) He's by far the most experienced candidate.
- 2) The salary in this job is slightly higher than in the other company.
- 3) She has substantially more experience than anyone else.
- 4) He's the best manager we have ever had.
- 5) She is just as qualified for the job as he is.

Which sentence(s)...

Describe a big difference between things? 1) 3)

Describes a small difference between things? 2)

Describes no difference between two things? 5)

Compares one thing against many? 4) 1)

Task



Task preparation

You work for a company called Marco Polo Tours, a company which takes tourists to different attractions around the world.

Your company is looking for a tour guide for the following tour.

Wanted: Guide needed for tour of Mexico

We are looking for enthusiastic, hard-working and experienced guides to lead our tours of Mexico. These tours involve meeting groups at the airport, then taking them around the museums and sights of Mexico City, to the ancient archaeological ruins of Teotihuacan and then accompanying them on a tour of the jungles of the Yucatan peninsula and the beaches of Cancun.

Requirements

- Must be fluent in English, Spanish and another language.
- Must be knowledgeable about Mexican history.
- Must have university degree.

Desirable

- Experience of leading a tour group is very desirable.

Task Preparation

Look at the information about four different candidates.

Candidate A

Jean Phillipe Augustin

42, France

Teaches history at a university in Paris.

Will take the exam to qualify as a tour guide next month.

Speaks French, English and Spanish.

Has visited Mexico several times, knows the culture many of the popular tourist attractions.

Also a qualified surf instructor.

Task Preparation

Look at the information about four different candidates.

Candidate B

Miguel Arellano Garcia

23, Mexico

Recently graduated with a degree in engineering from a university in Mexico City

Speaks English and Spanish.

Grew up in Mexico City and has visited Teotihuacan, the Yucatan and Cancun many times.

Loves hiking, swimming and travelling.

Task Preparation

Look at the information about four different candidates.

Candidate C

Li Ying

51, China

Has 20+ years of experience leading tours around Asia and Europe.

Has a degree in History and Tourism.

Speaks Chinese, English and basic Spanish.

Has never visited Mexico, but has read about the history and culture of the country.

Also qualified to deliver first aid in a medical emergency.

Task Preparation

Look at the information about four different candidates.

Candidate D

Chris Parsons

34, USA

Has a degree in tourism from a university in California.

Speaks English, Spanish and basic French.

Has worked as an assistant on tours in Peru, Bolivia and Chile.

Will take the exam to lead guided tours in 3 months time.

Hobbies: Hiking, surfing, cooking and travelling.

Task

Discuss the different candidates and decide who would be the best person to hire for the role. Compare the different candidates skills and experience to make a decision.

After you have decided, tell the rest of the class which candidate you have chosen and why.

Feedback

Candidate **C** is **by far the most** experienced while candidate **B** is **by far the least** qualified because he`s got a degree in engineering.

Candidate **A** is **just as knowledgeable about touristic attractions in Mexico as** candidate B.

Candidate **D** appears to be **the best** candidate for this job because he`s got the required degree, meets the language requirement and has some experience. Although he hasn`t been to Mexico, he`s got some experience of latino-american tourism and culture having worked as a tour assistant in Chile, Bolivia and Peru.

Lesson objective: Recommending Candidates for a Role

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- Studied asking informal questions and revised using Present Simple/Continuous
- Read and studied vocabulary about reporting progress and describing emotions

Now you have...

- Revised language to describe progress and emotions.
- Studied language to make comparisons between different candidates.
- Discussed different candidates and chosen the best one for a role in a company.



How can you make more progress?

Complete/review your online activities.

Advice from a colleague	In progress	▼
Talking to a colleague	In progress	▼
Reporting progress	In progress	▼
Making comparisons		▼

Learn more about using intensifiers to strengthen your adjectives

<https://learnenglish.britishcouncil.org/grammar/english-grammar-reference/intensifiers>

After-class speaking session

Get to know your classmates better

- What job do you do?
- What do you like best about it?
- Share challenges you face in your job.
- What do you do when you're not busy working?

Reflect together on the lesson

- What did you learn from today's live class?
- What did you learn from the online activities?
- What did you need more practice with?

Share ideas from your Weekly Worksheet

- Share your sentences from Topic Focus. (activity 4)
- Ask questions you wrote in Reflection. (activity 5)
- Learn smarter, not harder. Share your favourite tips and tricks for practising English. (e.g. how you learn new vocabulary)

Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on and participate
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot stay back

Don'ts

- ✗ Don't take pictures or record
- ✗ Don't share personal details
- ✗ Don't let your children be visible onscreen

