



# Getting a Promotion

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

**Mr. Grey:** Fred, in the past three months you have been getting more and more tasks. The team has also expanded a lot, we recently hired two new members.

**Fred:** That is correct, sir. And it is a great team, I am sure there's plenty of good things in store for us.

**Mr. Grey:** As you know already, we were commissioned for a number of projects that we have to finish in the next few months. That is why, I have been considering some of you for a promotion. And I decided you are the best person for the job. I'm promoting you to Project Manager.

**Fred:** Really? I don't know what to say, sir. Thank you so much for recognizing my efforts and for trusting me.

**Mr. Grey:** You've earned it through your hard work, ambition and long hours.

**Fred:** Thank you, sir, it means a lot to me. I promise I will do my best to meet your expectations.



**Mr. Grey:** Keep up the good work and you'll be going even higher up the ladder in no time. Now, for your first task in this position, I would like you to make a presentation and show me the planned timeline for the new project. But first, let's make an announcement about your promotion.

**Fred:** Understood, sir! Thank you so much!

**Check your understanding:**

1. Why did Mr. Grey decide to promote Fred?
2. Was Fred the only candidate that Mr. Grey had considered for the promotion?
3. What is Fred's first task as the Project Manager?



## Exercise 2 – Learning

### Useful Expressions

- You are being considered for a promotion.
- You have proven yourself to be...
- We need more people like you.
- I believe you are the best person for the job.
- I'd like to offer you the position of...
- I'm promoting you to...
- Congratulations, you've earned it!
- Keep up the good work!
- Thank you for recognizing my efforts.
- I hope I will fulfill your expectations.
- I will do my best to meet your expectations.
- I promise I won't let you down.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You call one of your employees to your office to let them know that they are being promoted. Use what you learned in class during the conversation. The teacher can be that employee.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever been promoted? If so, how did it feel?
2. Have you ever had to promote or nominate somebody for a promotion?
3. What kind of people do you think deserve a promotion?