

TOEIC 900 Business English Lesson:

Lesson 6: Performance Review Meeting

Role-Play Dialogue Text (Approx. 10 minutes):

Manager: Good morning. Today, we will review your performance over the last quarter.

Employee: Good morning. I appreciate the opportunity for feedback.

Manager: Based on our review, you should consider improving your time management skills. If you adjust your priorities, then you could enhance your overall performance.

Employee: Thank you for the feedback. Could you provide some specific examples of where I can improve?

Manager: Certainly. I propose that you use a project management tool to better organize your tasks. This approach might help you meet deadlines more consistently.

Employee: I agree. I will start using the tool immediately and track my progress.

Manager: Excellent. I'm confident that these changes will be beneficial for your development.

Employee: Thank you. I look forward to our next review.

Comprehension Questions and Sample Answers (Approx. 5 minutes):

1. **Q:** What is the main focus of the meeting?

A: The focus is on reviewing the employee's performance and suggesting improvements.

2. **Q:** How does the manager use conditionals in the dialogue?

A: He states, "If you adjust your priorities, then you could enhance your overall performance."

3. **Q:** Which modal verbs are present?

A: “Should” and “could” (e.g., “you should consider improving your time management skills”).

4. **Q:** What specific tool is proposed?

A: A project management tool is proposed to better organize tasks.

Teacher’s Lesson Points (Concise Version):

- **Prep:** Review dialogue; focus on performance review vocabulary (feedback, development, time management).
 - **Intro (2–3 min):** Initiate a discussion on receiving feedback.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; stress clarity and natural pauses.
 - **Comprehension (5 min):** Pose questions; provide feedback.
 - **Role-Play:** Teacher as Manager, student as Employee.
 - **Wrap-Up (2–3 min):** Summarize vocabulary; assign homework (prepare a brief self-review using modal verbs and conditionals).
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