

## TOEIC 900 Business English Lesson:

### Lesson 22: Annual Performance Review and Goal Setting

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

**Manager:** Good morning. Today, we'll review your annual performance and set goals for the coming year.

**Employee:** Good morning. I'm eager to hear your feedback.

**Manager:** Based on your performance, I believe you should focus on enhancing your project management skills. If you work on this area, then you could achieve your targets more effectively.

**Employee:** I appreciate your feedback. What specific goals do you suggest?

**Manager:** I propose that you attend a leadership workshop and take on additional project responsibilities. This approach might accelerate your professional growth.

**Employee:** That sounds like a solid plan. I will work on these goals diligently.

**Manager:** Excellent. Let's document your goals and schedule a follow-up review in six months.

**Employee:** Thank you. I'm confident these changes will be beneficial for my development.

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

1. **Q:** What is the purpose of the meeting?

**A:** To review the employee's performance and set goals for the coming year.

2. **Q:** How is the conditional sentence used in the discussion?

**A:** "If you work on this area, then you could achieve your targets more effectively."

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

**A:** “Should” and “could/might” (e.g., “you should focus” and “you could achieve”).

4. **Q:** What is proposed for professional growth?

**A:** Attending a leadership workshop and taking on additional project responsibilities.

### **Teacher’s Lesson Points (Concise Version):**

- **Prep:** Review vocabulary (performance, goals, target, leadership, growth).
  - **Intro (2–3 min):** Discuss the importance of annual reviews and goal setting.
  - **Reading & Analysis (10 min):** Student reads dialogue aloud; emphasize clear expression of objectives.
  - **Comprehension (5 min):** Ask questions; provide feedback.
  - **Role-Play:** Teacher as Manager, student as Employee.
  - **Wrap-Up (2–3 min):** Recap key points; assign homework (draft a personal development plan using modal verbs and conditionals).
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