UNIT 4 QUIZ A AUDIO SCRIPT

Listening 1 Exercise A

Rachel Adrian, this is your first job performance review at our company, correct?

Adrian Yes.

Rachel OK. In this review, we would just like to talk about some of the aspects of your job, things that went well this past year and things that might need some improvement. So, what about starting with the good things? Could you tell me what you think is one of your main strengths as a manager?

Adrian Well, I believe that one thing I'm fairly good at is helping build a good relationship between the members of my team.

Rachel How do you think you do that?

Adrian First, I try to make sure everyone feels they are equals, that no member is better or worse than the others. I also try to make it clear that each of them has something to contribute – and I believe I always enable them to do so: to offer their ideas and their views on every project we work on.

Rachel Those are good strategies. Do you think they have helped your team's performance this year?

Adrian I believe so. When I started working with this team, the relationship between some members was not the best. Some, for example, had a very destructive attitude and were not capable of giving constructive feedback on each other's work or helping one another with their problems. This has all changed, and the relationship is much more friendly and productive now.

Rachel Yes, I noticed that too. I was really pleased to see how you managed to steer the team toward a much more positive direction. Congratulations on the good work.

Adrian Thank you.

Rachel And which would you say is your main weakness as a manager?

Adrian Um … I think one of my problems is that I tend to take on too much work, too many responsibilities. I need to find a way to do my job well without feeling that I have to oversee a dozen projects at the same time.

Rachel I'm glad you brought that up. I have also felt that your workload seems a little unreasonable. Do you think some members of your team could take on some of these responsibilities or, at least, assist you with some of your tasks?

Adrian Hmm … That's certainly a possibility.

Rachel Good … So, why don't you think it through and let us know who could help you with some of your work?

Adrian OK. I'll do that.

Rachel Now, in relation to your projects for the next year …