

Unit 8: Functional Language – Giving and receiving feedback

Choose the correct option.

- 1 We'll start with the feedback, then we'll move on to areas for improvement.
- 2 We're pleased your progress.
- 3 You're great admin.
- 4 There are a couple of for improvement.
- 5 We think you could your time management skills.
- 6 I have to point some areas for development.
- 7 You good communication skills.
- 8 The reason we're concerned is, it could have a negative on relations with clients.
- 9 Would that be a assessment?
- 10 How did you feel it ?

Which sentences from Exercise 1 give positive feedback?

- ☐ 1 We'll start with the positive feedback, then we'll move on to areas for improvement.
- ☐ 2 We're pleased with your progress.
- ☐ 3 You're great with admin.
- ☐ 4 There are a couple of areas for improvement.
- ☐ 5 We think you could improve your time management skills.
- ☐ 6 I have to point out some areas for development.
- ☐ 7 You have good communication skills.
- ☐ 8 The reason we're concerned is, it could have a negative impact on relations with clients.
- ☐ 9 Would that be a fair assessment?
- ☐ 10 How did you feel it went?

Complete the sentences responding to feedback with the words below.

= agree

= appreciate

= good

= hear

= helpful

= idea

= problem

= try

- 1 I'm glad to that.
- 2 Your feedback is very
- 3 I mostly with your assessment.
- 4 I your comments.

- 5 I'd like to and do that in the future.
- 6 I accept that this is a for me sometimes.
- 7 That's to know.
- 8 That's an interesting , but I think it will be quite difficult.