

English for Communication
12th Level_ Stand for Excellence!

1. Listen to the following audio and complete the conversation.

* PROJECT * REVIEW * SAVED * IMPROVE * FEEDBACK * UPDATES *
RECOMMENDATION * ASSIGNMENT * TEMPLATE

Employee: "Hi Matt, I finished the _____ on the documents. Did you get a chance to _____ them?"

Employer: "Yeah. I already reviewed them. It was pretty good."

Employee: "Since it was my first _____, I was wondering if I can get some feedback."

Employer: "Well, you finished the project on time. And seeing how it was your first assignment, you did very well."

Employee: "Thanks. If it wasn't my first assignment, where do you think I need to _____?"

Employer: "That's a fair question... I think you could have spent a little more time documenting the difference between Process A and Process B. You showed a lot of the similarities but lacking a little on the differences."

Employee: "I'll keep that in mind. How about the structure? I changed the _____ a little because I wanted to add a section for_____."

Employer: "I liked the addition. Usually people just enter it into the comment section on the bottom but having a clear section makes it stand out. That was good."

Employee: "Was there anything else? I like to get _____ early so I can improve."

Employer: "No problem. Everything else on the assignment was great. The only other tip I can give you is sending me more_____. If I knew you were stuck on section C for a while, I could have _____ you a lot of time."

So keep me aware on your status."

Employee: "That makes sense. I'll do that. Thanks for the feedback."

Employer: "Don't mention it. And good job on the assignment."

Employee: "Thanks."

