

## Unit 8: Functional Language – Giving and receiving feedback

Choose the correct option.

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- 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?

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- 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.

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= 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.