

Sylvie is
conducting an
appraisal with
Julio.
Complete the
words 1-7 in
their
conversation.



Sylvie So, Julio, what do you consider were your ¹s _____ and ²f _____ this year?

Julio I think I've performed quite well and reached my sales targets. And if I'd secured the Zipco contract, I'd ³h _____ b _____ salesperson of the month.

Sylvie Yes. I must say, we're very ⁴h _____ with your achievements. Are there any areas you feel you need to ⁵i _____ on?

Julio Yes. I sometimes have difficulty closing a sale. I know my performance has been good, but I would like some help. What's the ⁶b _____ w _____ to deal with apprehensive clients?

Sylvie There are quite a few approaches you could take. You ⁷o _____ to observe some of your colleagues and see what they do.

Julio That sounds like a good idea.

LIVEWORKSHEETS