



Paul: Could I have a word Anna, in my office?

Narrator: 大家好，欢迎回到《白领英语》节目。不知道 Paul 会对Anna 说些什么。是会和 Rachel 那个偷笔的员工有关吗？还是谈饼干？ Let's find out.

Door closes

Paul: Have a seat... So well done for speaking to her. Stealing all those pens from the office was the final straw.

Anna: She was stealing straws?

Paul: No, no. It was the final thing that she did wrong – and it meant disciplinary action. I've had to 'let her go' – sack her.

Anna: Oh, so she's gone. But what is Mr Socrates going to say – she was his best employee.

Paul: Leave it with me. (Sounding unsure) I'm sure he'll understand... I hope. Now, I wanted to speak to you about your appraisal.

Anna: My appraisal?

Paul: Yes, we do it every year. It's a chance to talk about you, talk about the highs and lows of the year and look forward.

Anna: Highs and lows? But I haven't been walking up any hills.

Narrator: 不是的，Anna! 他的意思是对你的工作进行评估，看看过去一年成绩怎样，下一年的目标是什么。

Anna: I see. But what are objectives?

Narrator: 这个意思是你的预期目标，能够提高你的工作表现，帮助公司的发展。在做评估的时候我们经常会听到这样的提问：*What has gone well for you this year?* 过去一年哪些事情你觉得做得很顺利？

What didn't go so well? 哪些事情不顺利？

What should you do more of? 你应该多做些什么？

Let's look ahead and set some objectives. 让我们向前看，设定一些具体的目标。

Anna: Right. Thanks. (To Paul) So Paul, when shall we have this appraisal?

Paul: If you've time, we could make a start now?

Anna: Oh OK. So I need to think about my performance first?

Paul: Exactly. What has gone well for you this year?

Anna: Well, I guess I've just done my job.

Narrator: Anna! 这可是你好好推荐自己的机会。说说你争取到的订单，你的人事管理方式等等。

Anna: Right. Well, I did complete two big contracts for the Imperial Lemon...

Paul: You've had plenty of compliments for that. You seem to have a zest for selling!

Anna: Err, right... and then there was dealing with Mr Ingle in the warehouse.

Paul: Yes, that's a good example of dealing with difficult staff. And what didn't go so well?

Anna: Well... working with Rachel, erm... cold calling I suppose. That wasn't easy.

Paul: Ah yes. But you soon warmed up! And what should you do more of?

Anna: Err, erm...

Narrator: 这个问题不好答，但别担心，有时候你需要承认自己不足的地方，世上没有完人！想想哪些方面你想提高的。

Anna: Oh OK. Well Paul, I guess I could... develop some ideas for new products... continue to work on the European sales strategy, sell more Imperial Lemons... err...

Paul: That's enough Anna! If you do all that, you'll put me out of a job!

Anna: Oh, I don't want to do that!

Paul: Now, let's look ahead and set some objectives. Biscuit?

Anna: No thanks.

Paul: (*Munching on biscuit*) We've all got to improve our sales targets, so I'm asking all the team to make an extra 10 sales deals this year.

Anna: Oh, 10, that's a lot.

Paul: It is. You mentioned developing new products, well, I'd like you to do just that – but not plastic fruit, I'd like you to develop a plastic vegetable. Potato, carrot, that sort of thing.

Anna: Gosh. Well, OK.

Paul: Oh and one more thing. Could you help Denise sort out the stationery cupboard?

Narrator: Wow, 设定了这么多的目标, 下一年可够Anna 忙得了。工作评估是一个好机会, 让员工都有机会回顾一下过去一年的工作成绩, 以及设定下一年的目标。让我们再听听领导可能会提出的一些问题:

*What has gone well for you this year? Give me some examples.
And what didn't go so well?
What should you do more of?
Let's look ahead and set some objectives.*

Paul: So if you could write up your appraisal and have it back to me by Friday?

Anna: Of course Paul. Thanks. See you later.

Door opens and closes

Tom: Oh, hi Anna. Are you still on for dinner on Friday?

Anna: Yes Tom!

(A scream from the other side of the office)

Anna: What's going on?!

Denise: A mouse... a mouse! I've just seen a mouse running out of the stationary office.

Tom: Was he stealing the pens?!

Denise: Quick... there he goes!

Tom: Leave him to me! *(Runs after it and then trips over)* Oh!

Anna: Tom... Tom? Are you ok?

Narrator: Uh Oh! Tom 发生什么事情了? 他摔坏东西了吗? 我们下期节目再继续。Bye!

Listening Challenge 听力挑战

In Anna's objectives, what has she been asked to develop?

在Anna的工作目标中, 她被要求开发什么类型的产品?

Answer: plastic vegetables.

答案: 塑料蔬菜。