# Giving advice

My name is Fred and today I stopped my colleague, Penny, to have a chat. We talked about her performance on a recent project and I explained some of the ways that it could have gone better. I started by praising her for the good work she’d done, although she may have seen through this obligatory praise as some kind of sugar-coating in order to cushion the impact of the criticism.

That being said, she accepted my guidance genuinely and I feel that this was a beneficial discussion. She was quite happy to be given the chance to improve actually, and told me to let her know if there was any other advice I could offer in the future. The fact that she handled this so maturely made me see just how professional she is.

##

## I. Exercise one - Fill in the blanks

**1**. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **a.** Francis

 **b.** Felix

 **c.** Fred

 **d.** Fredric

**2**. I started by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ her

 **a.** commending

 **b.** pleasing

 **c.** scolding

 **d.** praising

**3** .The fact that she handled this so \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **a.** maturely

 **b.** immaturely

 **c.** well

 **d.** poorly

## II. Exercise two - Answer the questions

**1.** Who is Fred’s Colleague?

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**2.** What did Fred do?

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**3.** What is obligatory praise?

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**4.** What was the point of the conversation?

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**5.** What was Penny’s reaction to the advice?

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## III. Exercise three - Talk about yourself

**1.** What was the last piece of advice you gave?

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**2.** Are you good at giving advice?

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**3.** Do you think Fred did the right thing in this situation?

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**For questions, comments or just to say “thank you”,
send an email to ESL Teacher Jon Race at**

**jon@team.jimmyesl.com**

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