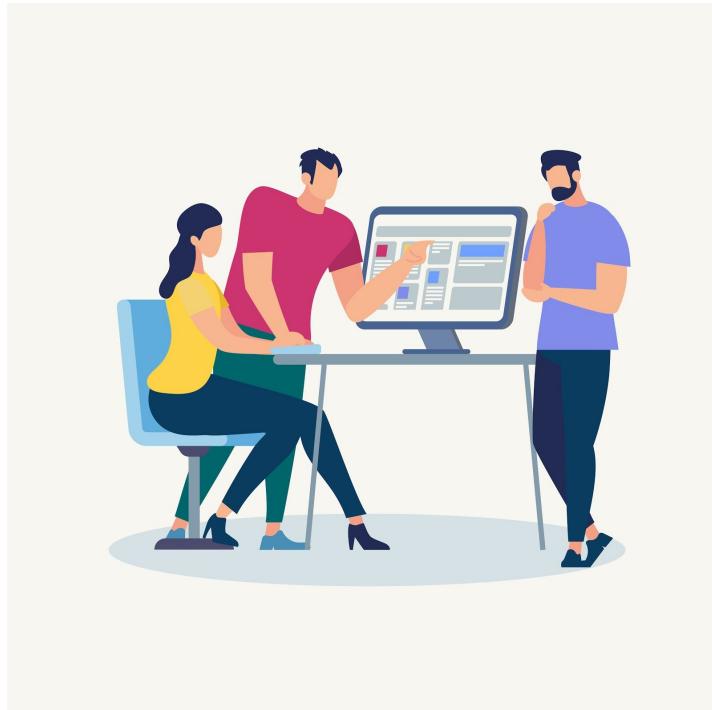


# Giving advice

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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**[jon@team.jimmyesl.com](mailto:jon@team.jimmyesl.com)**

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