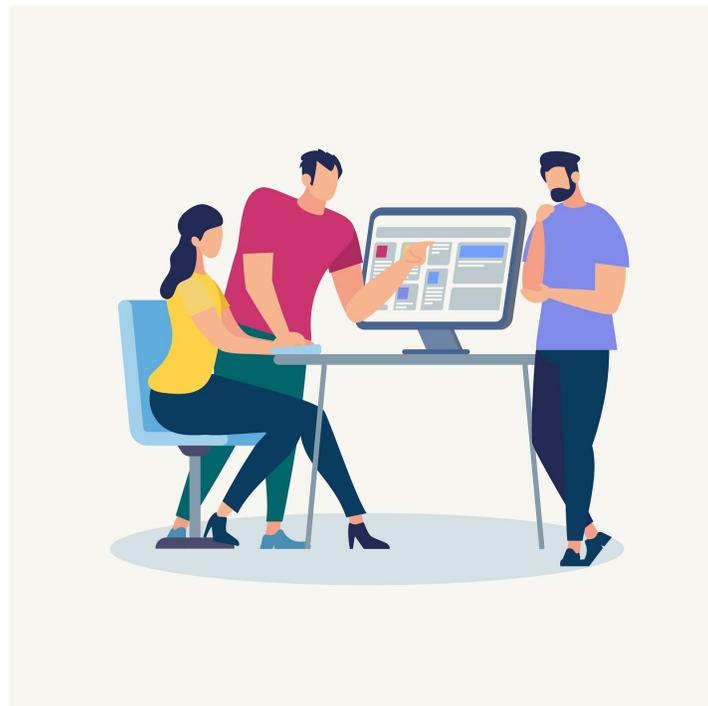


Giving advice

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?

2. What did Fred do?

3. What is obligatory praise?

4. What was the point of the conversation?

5. What was Penny's reaction to the advice?

III. Exercise three - Talk about yourself

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

2. Are you good at giving advice?

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

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