Chapter 5

Listening Excerpt 1

After You Listen

**Vocabular y**

Complete the following:

1. Listen to Excerpt 1 again. Identify the words and phrases you heard in this excerpt.

Talk about what the words and phrases mean. Compare them with the meanings you had discussed in the *Before you listen* section.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|      | achievable  action plan bonus |      | concrete conduct  deadline |      | measurable motivate  performance |      | recap  relevant specific |
|  |  |  |  |  | review |  |  |
|  | brief |  | document |  | potential |  | time frame |
|  | commitment |  | increment |  | probation |  | tool |

2. Use a dictionary to look up the words and phrases you identified above. Write down their meanings. Some words/phrases may have more than one meaning. Be careful to select the meaning of the word/phrase as it is used in the excerpt.

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| --- | --- |
| Word/phrase in Listening Excerpt 1 | Meaning |
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| --- | --- |
| Word / phrase in Listening Excerpt **1** | Meaning |
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In the Workplace: An Intermediate Integrated Skills Textbook

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3. Write sentences using the words and phrases you wrote the meanings for. Talk about your

sentences.

Word/phrase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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