Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**After You Listen**

**Excerpt 1 ‐ Vocabulary**

1. Listen to Excerpt 1 again. In the chart below, identify the words and phrases you heard.

Talk about what the words and phrases mean. Compare them with the meanings you had

discussed in the *Before you listen* section.

achievable action plan bonus

brief

commitment

concrete conduct deadline document increment

measurable motivate performance review potential

probation

recap relevant specific

time frame

tool

2. Use a dictionary to look up the words and phrases you identified above. Write down their meanings. Some words may have more than one meaning. Be careful to select the meaning

of the word as it is used in the listening.

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

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Chapter 5

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