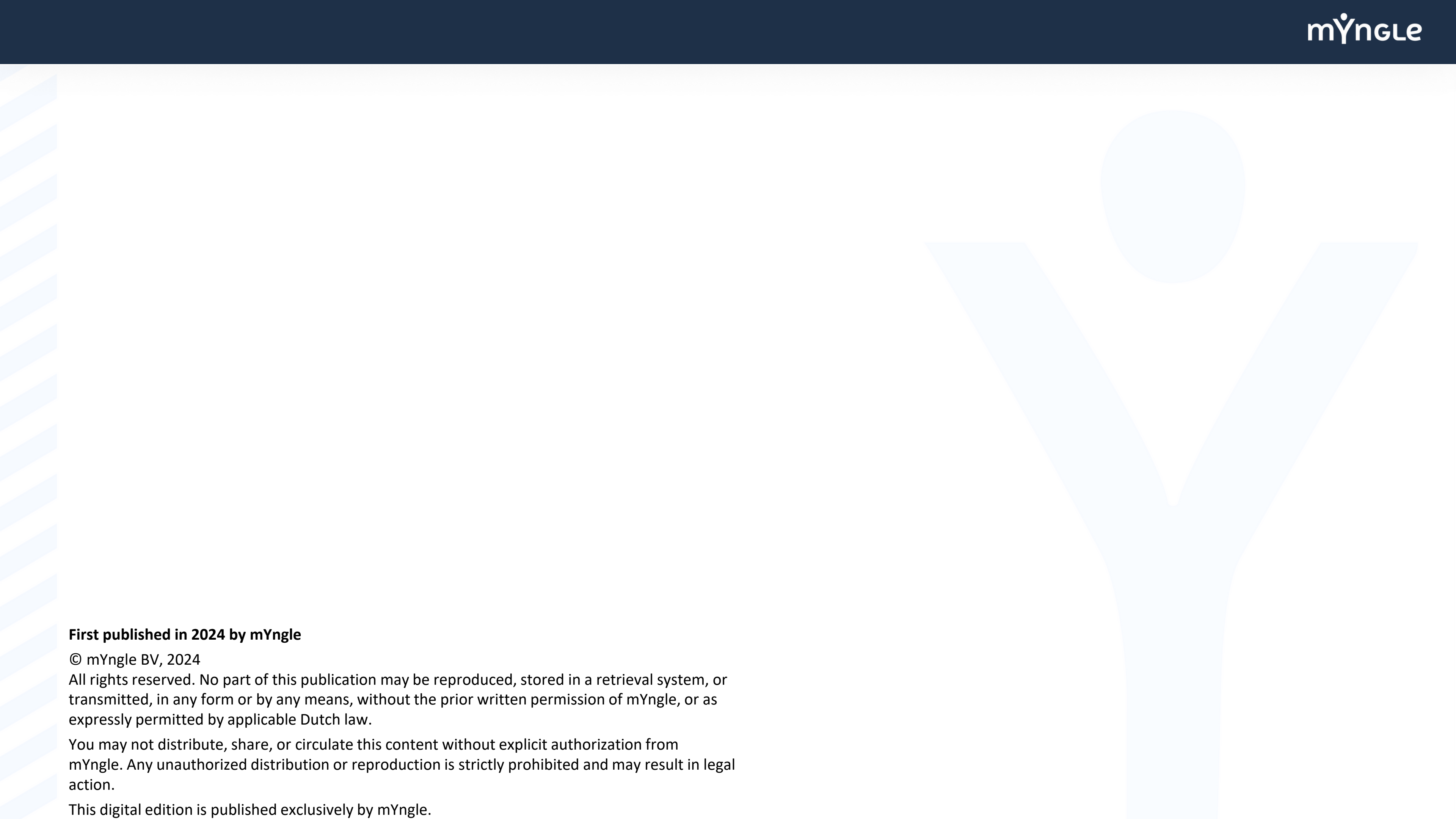




Business Pre-Intermediate

Homework - Unit 12: Performance



The background features a dark blue header with the mYngle logo. On the left, there is a vertical strip with diagonal light blue and white stripes. On the right, there is a large, faint, light blue graphic of a person with arms raised, with a circle above their head.

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1. Read the text about 'Work Performance' and state whether the following statements are True or False. Justify the false ones.

1. Setting a daily goal helps you to complete tasks more efficiently.
2. It's okay to perform badly sometimes, and it can be an opportunity to improve.
3. Asking for feedback is not helpful in improving your work performance.
4. Achieving targets means doing the bare minimum at work.
5. To meet deadlines, you should plan your work and stay focused.

Work Performance

Work performance is an important part of any job. To be successful, it's necessary to work efficiently and make the most of your time. One way to do this is to set a goal for each day or week. When you know what you want to achieve, you can plan your work better and stay focused. Having a clear goal also helps you complete tasks on time and meet deadlines, which shows you are reliable and organized.

However, everyone faces challenges at work. Sometimes, you might perform badly due to stress or lack of experience. When this happens, it's important not to feel discouraged. Instead, you should try to ask for feedback from your manager or colleagues. This feedback can help you understand what went wrong and what you can do to improve performance in the future. Similarly, it's also a good idea to ask for advice from those who have more experience. Learning from others can give you new ideas and strategies to handle your tasks more effectively.

To achieve targets at work, it's essential to focus on doing your job well. Always do your best, even when the tasks seem difficult. This not only shows your dedication but also helps you learn and grow. Over time, working hard and using feedback to improve will make it easier to work efficiently. In this way, you can not only meet but also exceed expectations in your job.

2. Find words/phrases in the text that match these definitions.

1. Finish all your work on time. _____
2. Work in a way that saves time and energy. _____
3. Reach the goals you have set. _____
4. Work hard and try to do the best job you can. _____
5. Improve how well you work. _____
6. Finish the work you are given. _____
7. Work in a way that is not good. _____
8. Make a plan for something you want to do. _____
9. Seek others' help or suggestions. _____
10. Consult others to give their opinion on your work. _____

3. Complete the sentences with the correct phrase from the box.

- meet deadlines
- work efficiently
- achieve targets
- do your best
- improve performance
- complete tasks
- perform badly
- set a goal
- ask for advice
- ask for feedback

1. To improve performance, it's crucial to _____ that is both realistic and challenging
2. If you want to _____, try organizing your day and eliminating distractions.
3. Employees who _____ often find it challenging to stay on top of their projects and meet company standards.
4. One way to _____ is to identify areas where you can enhance your skills and knowledge.
5. If you plan your tasks properly, it will be easier to _____ without feeling stressed.
6. No matter the outcome, I believe in you, so go out there and _____. You can do this!
7. If you're unsure about how to proceed with the project, don't hesitate to _____ from your supervisor.
8. To ensure you _____, break large projects into smaller, manageable tasks.
9. After completing a project, it's helpful to _____ from colleagues to understand what worked well and what can be improved. With this everyone improves a great deal, and the company too!
10. Employees who consistently _____ are often considered for promotions.

1. Choose the correct option for each sentence.

How to Be a Great Leader

Being a great leader is essential in any team. A good leader knows how to **1. ask for options / boost performance / lead by example** by encouraging team members and helping them improve. Leaders who **2. ask for options / boost performance / lead by example** show their team how to work hard and stay focused. It's also important for leaders to **3. sets great leaders apart from / reward good performance / ask for opinions**, showing appreciation for hard work and motivating others to do their best.

A strong leader should always **4. ask for opinions/set leaders apart from / reward good performance** from the team. This makes everyone feel involved and shows that the leader values their input. Leaders also need to **5. ask for opinions / show strong commitment to / boost performance** their goals and projects, proving that they are serious about success. What really **6. asks for opinions/sets leaders apart from / rewards good performance** others is their dedication to both the team and the company. Finally, a leader should always be **7. on the move / a lead by example / asking for opinions**, ready to face challenges and make quick decisions. Good leadership is essential in keeping the team motivated, engaged, and successful.

2. Now read the text from exercise 2 again and decide if the following statements are True or False. Justify the false ones.

1. A good leader ignores team opinions.
2. Strong leaders are always committed to their goals.
3. It's important to reward good performance to motivate the team.
4. Leading by example means telling others what to do without doing it yourself.
5. Great leaders help boost performance in their team.
6. Being on the move means staying still and doing nothing.
7. Showing strong commitment makes leaders stand out.
8. A leader should never ask for team members' opinions.
9. Rewarding good performance demotivates the team.
10. Being a great leader is not important in a team.

3. Read each question and choose the one correct answer based on the text

"How to Be a Great Leader."

1. According to the text, what is one way a leader can inspire their team?
 - a. By asking for opinions all the time
 - b. By boosting their own performance only
 - c. By leading by example and encouraging others
2. What should a strong leader do to involve the team?
 - a. Ignore their opinions
 - b. Ask for their opinions
 - c. Set leaders apart from others
3. Why is it important for leaders to reward good performance?
 - a. To set themselves apart from others
 - b. To show appreciation and motivate the team
 - c. To prove their commitment to their own success
4. What sets great leaders apart from others, according to the text?
 - a. Their ability to stay on the move
 - b. Their dedication to both the team and the company
 - c. Always asking for opinions
5. How does showing strong commitment help a leader?
 - a. It proves they are serious about success
 - b. It makes them more focused on their own needs
 - c. It allows them to avoid challenges
6. What is an important quality of a leader when facing challenges?
 - a. Being on the move
 - b. Leading by example
 - c. Making quick decisions
7. What does the text suggest about asking for opinions?
 - a. It is a way to make the leader look stronger
 - b. It shows that the leader values the team's input
 - c. It sets leaders apart from others

Grammar

Present Perfect Simple	Past Simple
We often use the following adverbs: - just / recently - already - never - ever question → Have you ever...? - yet negatives → I haven't finished the project yet.	We often use the following adverbs: - yesterday - last night - in 1990 - in January - an hour ago - at 10 o'clock in the morning
For and since I have worked in this company for 10 years. I have worked in this company since 2014.	

Note the difference between gone to and been to:

- Max is on holiday. He has **gone to** Italy → He is in Italy now, or on his way to Italy.
- Max is back home now. Max has **been to** Italy → He has now come back.

- We use the **Present Perfect** to talk about a recent past action with results in the present.
Example: I **have just finished** my report, so I'm ready to submit it now.
(The action of finishing the report is in the recent past, but the result affects the present – being ready to submit.)

- We use the **Past Simple** to talk about finished actions in the past.
Example: I **finished** my report yesterday.
(The action of finishing the report is complete, and it happened at a specific time in the past – yesterday.)

1. Choose the correct form of the verb (Past Simple or Present Perfect) to complete each sentence.

1. I _____ (live) in this city since 2015.
2. They _____ (go) to Paris last year.
3. We _____ (just finish) our homework.
4. She _____ (start) her new job two weeks ago.
5. He _____ (never visit) London before.
6. I _____ (meet) my best friend in 2010.
7. We _____ (already eat) lunch today.
8. They _____ (buy) a new car last month.
9. She _____ (study) French for three years.
10. I _____ (not see) that movie yet.

2. Fill in the blanks with *for* or *since* to complete the sentences.

1. I have lived in this house _____ 10 years.
2. They have been married _____ 2005.
3. He has worked at the company _____ five months.
4. She's been studying English _____ she was a child.
5. We've known each other _____ last summer.
6. I've had this phone _____ two years.
7. They've been friends _____ high school.
8. He's lived in this neighborhood _____ 2012.
9. I've been waiting here _____ 20 minutes.
10. She has worked here _____ January.



3. Choose the correct option (Past Simple, Present Perfect, or for/since) to complete each sentence.

1. I have _____ my keys. I can't find them anywhere!
 a. lost
b. lose
 c. losing
2. They _____ their homework before dinner yesterday.
 a. finished
b. have finished
 c. finish
3. She has lived in New York _____ five years.
 a. since
b. for
 c. during
4. He _____ football when he was in school.
 a. has played
b. played
 c. play
5. We haven't seen each other _____ last month.
 a. since
b. for
 c. during
6. They _____ already _____ lunch today.
 a. have, eat
b. has, eaten
 c. have, eaten
7. I _____ my homework yesterday evening.
 a. did
b. have done
 c. doing
8. I have worked here _____ 2018.
 a. for
b. since
 c. during
9. She _____ to the office every day last week.
 a. went
b. has gone
 c. going
10. We haven't _____ him in months.
 a. see
b. saw
 c. seen

1. Put the sentences of the dialogue in the right order by numbering them from 1 to 12.
12. Number 1 and 12 are already given to help you start and finish.

- **Manager:** Next time, consider practicing the delivery a bit more. It will make you feel more confident, and you won't need to rely on your notes as much. _____.
- **Employee:** *I'm glad you liked it.* I worked hard on making it clear and concise. _____.
- **Manager:** *It just needs a few changes.* For example, you could add more data to support the main points. It will make your arguments more convincing. _____.
- **Manager:** *Well done!* I can see you worked really hard on this. *You're on the right track.* There are just a few things we might need to tweak. _____.
- **Employee:** *What else can I do to perform well?* _____.
- **Manager:** *I really enjoyed the presentation you gave yesterday. You did a really good job* organizing the key points. 1.
- **Employee:** *Not so bad then. What do you think needs to be changed?* _____.
- **Employee:** *What can I do better next time?* _____.
- **Manager:** You're welcome! You're really close to perfecting it. _____.
- **Employee:** *It was very helpful.* I'll definitely work on that. Thank you! 12.
- **Manager:** You might also want to include a summary slide at the end. It will help the audience remember the key takeaways. _____.
- **Employee:** That's good to hear. *Thanks for the feedback.* _____.

2. Read the dialogue below and choose the correct phrase from the box to fill in each blank. Use each phrase only once.

- I really enjoyed
- You did a really good job
- Well done!
- It just needs a few changes
- I'm glad you liked it
- Thanks for the feedback
- You're on the right track
- What can I do better next time?
- That's good to hear
- What do you think needs to be changed?

1. **Manager:** 1. _____ on the presentation! It was clear, concise, and very engaging.
2. **Employee:** 2. _____. I was worried about how it would be received.
3. **Manager:** 3. _____! You've covered the key points effectively. However, 4. _____ in a couple of areas, like adding more visuals to support your data.
4. **Employee:** I see. 5. _____ before the final review?
5. **Manager:** Good question! Overall, 6. _____ how you structured the information; it made everything easy to follow.
6. **Employee:** 7 _____! I'll work on adding more visuals where needed.
7. **Manager:** 8 _____; you're doing great. Let's finalize those changes, and it will be perfect!
8. **Employee:** 9. _____ hearing that! 10. _____ to improve in future presentations?

3. Choose the most suitable response (a, b or c) to the feedback given in each situation.

1. **Teacher:** "You did a great job on your essay. It was well written and interesting!"
 - a. I'm glad you liked it.
 - b. What can I do better next time?
 - c. It just needs a few changes.
2. **Boss:** "You're on the right track. Just make a few small changes."
 - a. That's good to hear.
 - b. Thanks for the feedback.
 - c. Not so bad then. What do you think needs to be changed?
3. **Colleague:** "Well done! I can see you worked hard on this project."
 - a. That's good to hear.
 - b. What can I do better next time?
 - c. It just needs a few changes.
4. **Manager:** "You did a really good job with the presentation."
 - a. I'm glad you liked it.
 - b. What can I do better next time?
 - c. Not so bad then. What do you think needs to be changed?
5. **Teacher:** "I really enjoyed reading your report. It was detailed and clear."
 - a. I'm glad you liked it.
 - b. It just needs a few changes.
 - c. Not so bad then.
6. **Manager:** "You did great, but what else can you do to perform even better?"
 - a. That's good to hear.
 - b. Thanks for the feedback.
 - c. What can I do better next time?
7. **Boss:** "It just needs a few changes, but you're almost there!"
 - a. Not so bad then. What do you think needs to be changed?
 - b. I'm glad you liked it.
 - c. That's good to hear.
8. **Colleague:** "Great work! You're on the right track."
 - a. That's good to hear.
 - b. Not so bad then.
 - c. What can I do better next time?
9. **Teacher:** "Well done! I can tell you put in a lot of effort."
 - a. I'm glad you liked it.
 - b. Thanks for the feedback.
 - c. It just needs a few changes.
10. **Colleague:** "You did well, but what can you do next time to improve?"
 - a. That's good to hear.
 - b. I'm glad you liked it.
 - c. What can I do better next time?

1. Read the following two paragraphs describing different trends in the gaming industry over the past 10 years. Then, answer the two questions below the graphs.

Paragraph 1:

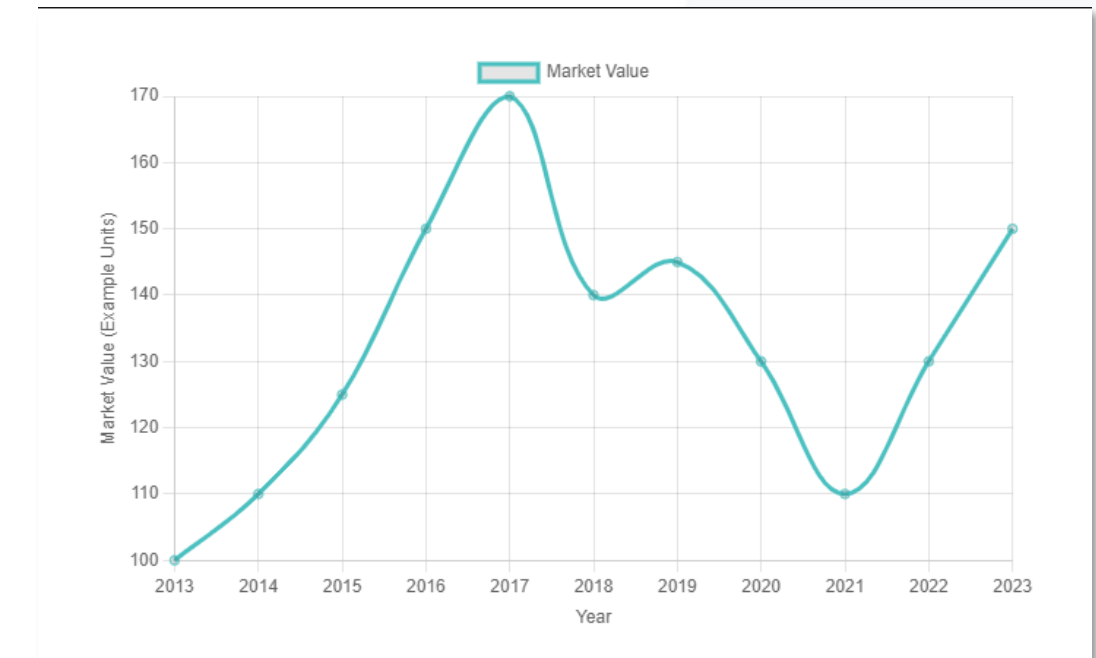
Over the past decade, the gaming industry has seen its market value *rise steadily*. In the first three years, from 2013 to 2015, sales began *to increase gradually*, with more players investing in consoles and online games. This upward trend continued into 2016, as mobile gaming's popularity caused the market *to grow steadily*, further expanding its audience. However, in 2018, the market experienced its first significant downturn. Due to oversaturation and the decline in certain game genres, profits began *to decrease sharply*, affecting both console and PC gaming companies.

Paragraph 2:

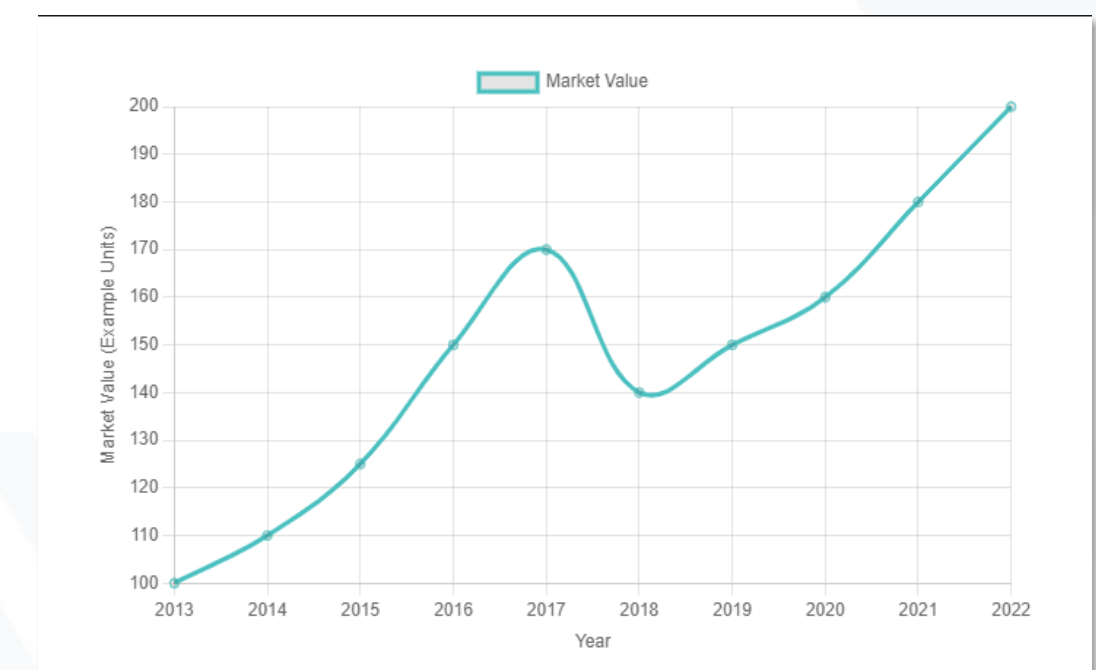
By 2019, the industry seemed *to remain stable* as companies adapted to changing market demands. The introduction of subscription-based services and virtual reality games caused a brief uptick in profits, allowing the market *to rise* once again. However, the year 2020 was challenging due to global events, and the industry's profits *declined*, with many companies struggling to keep up with production delays. By 2021, there was another fall, as profits *dropped significantly* due to economic shifts and a saturated market. Most recently, in 2022 and 2023, the market has started *to rise* again with the launch of next-generation consoles and the resurgence of popular gaming franchises.

1. Paragraph 1 describes graph A or B?
2. Paragraph 2 describes graph A or B?

Graph A:

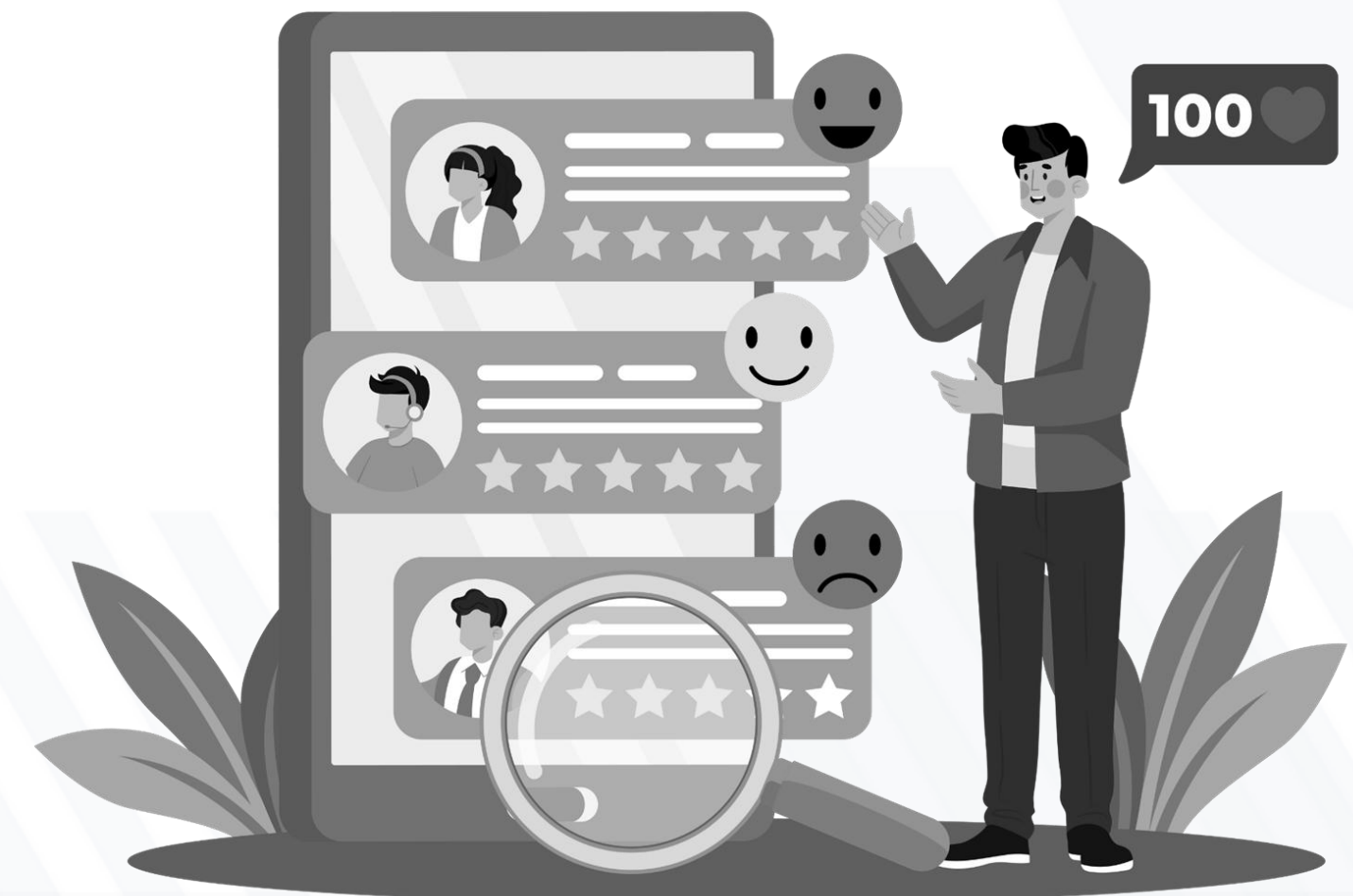


Graph B:



2. In paragraph 1 and 2 from exercise 1 there are some key expressions in italics. Find the words/phrases from the text that match each description.

1. This means to go up. In the text, it describes how the gaming industry's profits have increased. _____.
2. This means to go up slowly over time. In the text, it shows that the number of sales in the gaming industry grew little by little in the first few years. _____.
3. This is similar to "to increase gradually," but it suggests a constant or continuous rise. In the text, it talks about how the gaming market continued to grow without any sudden changes. _____.
4. This means to go down quickly and by a large amount. In the text, it describes a sudden drop in profits in 2018. _____.
5. This means to go down. It is often used to talk about a slow decrease over time. In the text, it shows a slow drop in the gaming industry's profits. _____.
6. This means to fall or go down in a big way. In the text, it is used to describe the big fall in profits due to changes in the market in 2021. _____.
7. This means to stay the same without any big changes. In the text, it shows how the gaming industry did not change much during a certain period. _____.



3. Choose the correct verb from the box below to complete each sentence about changes in sales.

**to rise / to increase gradually / to grow steadily /
to decrease sharply / to decline / to drop significantly / to remain stable**

1. In 2019, the number of sales _____ from 50 million to 55 million.
2. In 2021, sales _____ by 15 million, dropping from 55 million to 40 million.
3. From 2022 to 2023, the number of sales _____ at exactly 50 million without any changes.
4. Between 2019 and 2020, the number of sales _____ by 5 million, this is good!
5. Sales _____ from 2020 to 2021, marking the biggest drop of the year.
6. In 2020, sales _____ each month, reaching a total of 60 million by December.
7. The company's profits _____ from 30 million to 20 million in 2020, a large reduction in just one year.





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Business Pre-Intermediate

Unit 12: Performance

Homework – Answer Key

Exercise 1

1. True – Setting goals provides a clear direction, which helps you work more efficiently and complete tasks on time.
2. True – Mistakes are a part of learning, and performing badly can be a chance to identify areas for improvement.
3. False – Asking for feedback is very helpful in improving work performance. It helps you understand what went wrong and what you can do better.
4. False – Achieving targets means reaching or exceeding the expected goals, not just doing the bare minimum.
5. True – Planning and staying focused are key to completing tasks efficiently and meeting deadlines.

Exercise 2

1. Finish all your work on time. **Meet deadlines**
2. Work in a way that saves time and energy. **Work efficiently**
3. Reach the goals you have set. **Achieve targets**
4. Work hard and try to do the best job you can. **Do your best**
5. Improve how well you work. **Improve performance**
6. Finish the work you are given. **Complete tasks**
7. Work in a way that is not good. **Perform badly**
8. Make a plan for something you want to do. **Set a goal**
9. Seek others' help or suggestions. **Ask for advice**
10. Consult others to give their opinion on your work. **Ask for feedback**

Exercise 3

1. set a goal
2. work efficiently
3. perform badly
4. improve performance
5. meet deadlines
6. do your best
7. ask for advice
8. complete tasks
9. ask for feedback
10. achieve targets

Exercise 1

1. boost performance
2. lead by example
3. reward good performance
4. ask for opinions
5. show strong commitment to
6. sets great leaders apart from
7. on the move

Exercise 2

1. False (A good leader always asks for opinions).
2. True
3. True
4. False (Leading by example means showing others how to do things).
5. True
6. False (Being on the move means being active and ready).
7. True
8. False (A leader should always ask for opinions).
9. False (Rewarding good performance motivates the team).
10. False (Being a great leader is essential in a team).

Exercise 3

1. c. By leading by example and encouraging others
2. b. Ask for their opinions
3. b. To show appreciation and motivate the team
4. b. Their dedication to both the team and the company
5. a. It proves they are serious about success
6. c. Making quick decisions
7. b. It shows that the leader values the team's input

Exercise 1

- | | |
|-----------------------|-----------------------|
| 1. have lived | 6. met |
| 2. went | 7. have already eaten |
| 3. have just finished | 8. bought |
| 4. started | 9. has studied |
| 5. has never visited | 10. haven't seen |

Exercise 2

1. for
2. since
3. for
4. since
5. since
6. for
7. since
8. since
9. for
10. since

Exercise 3

- | | |
|----------------|-------------------|
| 1. a. lost | 6. c. have, eaten |
| 2. a. finished | 7. a. did |
| 3. b. for | 8. b. since |
| 4. b. played | 9. a. went |
| 5. a. since | 10. c. seen |

Exercise 1

Manager: *I really enjoyed the presentation you gave yesterday. You did a really good job* organizing the key points.

Employee: *I'm glad you liked it.* I worked hard on making it clear and concise.

Manager: *Well done!* I can see you worked really hard on this. *You're on the right track.* There are just a few things we might need to tweak.

Employee: *Not so bad then. What do you think needs to be changed?*

Manager: *It just needs a few changes.* For example, you could add more data to support the main points. It will make your arguments more convincing.

Employee: *What else can I do to perform well?*

Manager: You might also want to include a summary slide at the end. It will help the audience remember the key takeaways.

Employee: That's good to hear. *Thanks for the feedback.*

Manager: You're welcome! You're really close to perfecting it.

Employee: *What can I do better next time?*

Manager: Next time, consider practicing the delivery a bit more. It will make you feel more confident, and you won't need to rely on your notes as much.

Employee: *It was very helpful.* I'll definitely work on that. Thank you!

Exercise 2

1. **You did a really good job**
2. **Thanks for the feedback.** This is the **only appropriate response** here, as it directly addresses receiving feedback. "I'm glad you liked it" would be more suitable as a response to praise, which appears later in the dialogue.
3. **Well done!**
4. **It just needs a few changes**
5. **What do you think needs to be changed?**

6. **I really enjoyed**
7. **I'm glad you liked it**
8. **You're on the right track**
9. **That's good to hear**
10. **What can I do better next time?**

Exercise 3

1. **a. I'm glad you liked it.** This is the most appropriate response to a direct compliment. It acknowledges the positive feedback.
2. **b. Thanks for the feedback.** This is a polite and direct response to the constructive feedback provided by the boss.
3. **a. That's good to hear.** This is the best response to positive feedback from a colleague, showing appreciation.
4. **a. I'm glad you liked it.** This is the most appropriate and appreciative response to a positive comment from a manager.
5. **a. I'm glad you liked it.** The teacher has given positive feedback, and this response appropriately expresses appreciation.
6. **c. What can I do better next time?** This shows that the employee is taking the feedback seriously and is looking to improve further.
7. **a. Not so bad then. What do you think needs to be changed?** The boss is asking for changes, and this response shows the employee is willing to understand what exactly needs to be adjusted.
8. **a. That's good to hear.** This is the most appropriate response to the colleague's positive comment, showing appreciation.
9. **a. I'm glad you liked it.** The teacher's feedback is entirely positive, and this response acknowledges the praise in the best way.
10. **c. What can I do better next time?** This response directly engages with the colleague's question about improvement, showing a desire to learn and grow.

Exercise 1

1. Paragraph 1 describes graph B.
2. Paragraph 2 describes graph A.

Exercise 2

1. **To rise** – This means to go up. In the text, it describes how the gaming industry's profits have increased.
2. **To increase gradually** – This means to go up slowly over time. In the text, it shows that the number of sales in the gaming industry grew little by little in the first few years.
3. **To grow steadily** – This is similar to "to increase gradually," but it suggests a constant or continuous rise. In the text, it talks about how the gaming market continued to grow without any sudden changes.
4. **To decrease sharply** – This means to go down quickly and by a large amount. In the text, it describes a sudden drop in profits in 2018.
5. **To decline** – This means to go down. It is often used to talk about a slow decrease over time. In the text, it shows a slow drop in the gaming industry's profits.
6. **To drop significantly** – This means to fall or go down in a big way. In the text, it is used to describe the big fall in profits due to changes in the market in 2021.
7. **To remain stable** – This means to stay the same without any big changes. In the text, it shows how the gaming industry did not change much during a certain period.

Exercise 3

1. **rose** is used for a specific upward movement in numbers.
2. **decreased sharply** specifies a sudden drop, fitting with "decreased."
3. **remained stable** indicates no changes.
4. **increased gradually** suits the steady upward movement described.
5. **dropped significantly** describes a large fall, making "dropped" the best choice.
6. **grew steadily** suggests a slow and consistent rise.
7. **declined** is used for a significant reduction in profits.