



NEW BUSINESS ENGLISH 5

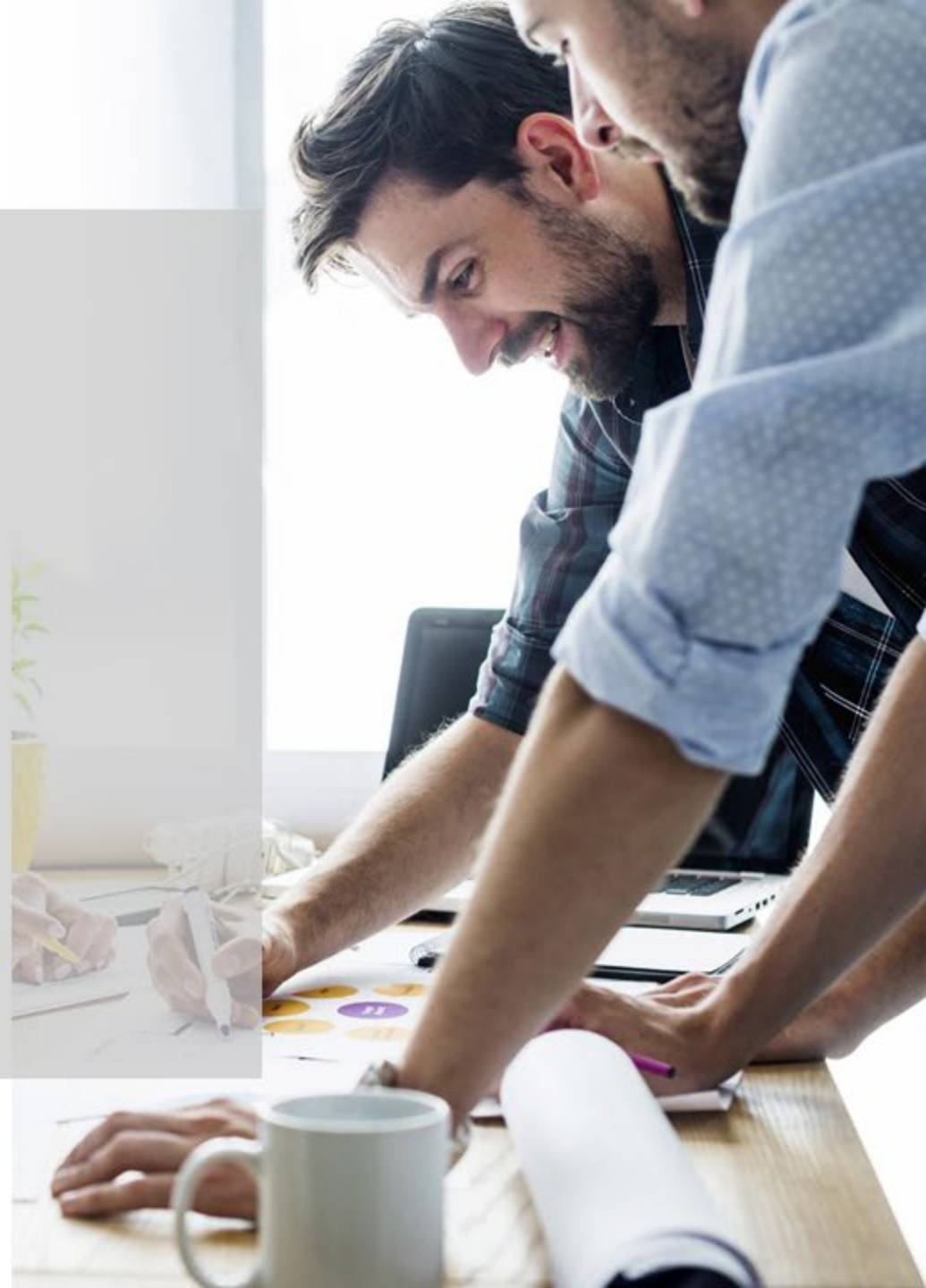
Lesson 12

Probationary Period



LEARNING GOALS

- ◆ Setting Standards and Expectations
- ◆ Expressing Willingness to Meet Expectations



What would you say?

Scenario: You have just finished your orientation with the HR assistant.
Ask questions to clarify something.



What do you think is expected of you during your first months in the job?

Situational Dialogue

- ▶ Jasmine explains the rules and standards of the probationary period to Robert.



Jasmine Scott



Robert Phillips



Now, let's talk about your probationary period. It will last for 3 months. You'll get a series of assessments to test whether you are qualified for the job.





We want you to know that we may consider ending your period ahead of time if your performance is quite outstanding. However, let us caution you that a possible dismissal may occur if an employee is underperforming.

What do you expect of me during this period?





You are expected to work to your best ability. Just try your best! I believe you'll make the grade and get up to speed in no time.

Thanks for the heads up. I'll do my best to meet your expectations.



Key Vocabulary

Learn the new words and answer the questions.



probationary period

(n.) is a time to assess whether the new hire is fit for the job.

e.g. He is explaining the rules of **probationary period**.



assessment

(n.) the process of testing and judging someone's ability, etc.

e.g. He gives a pen and paper **assessment** after the training.

Key Vocabulary

Learn the new words and answer the questions.



caution

(v.) to warn someone about a possible problem or danger

e.g. He **cautions** her about the report's information.



dismiss

(v.) to decide that something or someone is not important and not worth considering

e.g. They agreed to **dismiss** someone due to absences.

Dialogue Review

Have a role play and answer the questions.



Jasmine explains the rules and standards of the probationary period to Robert.

Jasmine: Now, let's talk about your **probationary period**. It will last for 3 months. You'll get a series of **assessments** to test whether you are qualified for the job. We want you to know that we may consider ending your period ahead of time if your performance is quite outstanding. However, let us **caution** you that a possible **dismissal** may occur if an employee is underperforming.

Robert: What do you expect of me during this period?

Jasmine: You are expected to work to your best ability. Just try your best! I believe you'll make the grade and get up to speed in no time.

Robert: Thanks for the heads up. I'll do my best to meet your expectations.

Learning Goals

Let's check the learning goal!



Jasmine explains the rules and standards of the probationary period to Robert.

Jasmine: Now, let's talk about your probationary period. It will last for 3 months. You'll get a series of assessments to test whether you are qualified for the job. **We want you to know that** we may consider ending your period ahead of time if your performance is quite outstanding. However, **let us caution you that** a possible dismissal may occur if an employee is underperforming.



1. Setting Standards and Expectations

Robert: What do you expect of me during this period?

Jasmine: **You are expected to** work to your best ability. Just try your best! I believe you'll make the grade and get up to speed in no time.

Robert: **Thanks for the heads up. I'll do my best to meet your expectations.**



2. Expressing Willingness to Meet Expectations

Learning Goals

Learn the key expressions and sentence structures.

∴ Setting Standards and Expectations

- We want you to know that...
- Let us caution you that...
- You are expected to...

Example sentences:

- We want you to know that your performance will be evaluated by our manager.
- Let us caution you that your scores of the exams will affect your overall performance.
- You are expected to do your best during your 3-month probationary period.

“High expectations should encourage people to achieve high standards in their career.”



What information should you include when explaining rules or standards?

Learning Goals

Learn the key expressions and sentence structures.

∴ Expressing Willingness to Meet Expectations

Saying “Thank you”

- Thanks for the heads up.
- Thanks for letting me know.
- Thanks for the warning / information / update.
- Thanks for tipping me off.
- Thank you for the advance notice.

Showing Willingness

- I will do my best to meet your expectations.
- I will make an honest attempt to pass the probationary period.
- I'll pass the probationary period by putting my best foot forward.
- I'll do it with all I have in me.



How do you express your willingness to an employer?

Semi-open Dialogue

Have a role play.

Scenario: You are giving an orientation about the workplace rules for a new colleague. Explain the rules clearly.



∴ You can refer to the following key expressions:

- We want you to know that...
- Let us caution you that...
- Thanks for the heads up.
- Thanks for letting me know.
- I will do my best to meet your expectations.
- I will make an honest attempt to pass the probationary period.

Learn some dos and don'ts for probationary periods.

∴ How to Successfully Pass Probation

Dos

- 👍 Be accountable
- 👍 Be professional
- 👍 Listen to feedback
- 👍 Have the right attitude

Don'ts

- 👎 Ask for perks
- 👎 Avoid office drama
- 👎 Leave early or slack off
- 👎 Be a know it all



What should you do to pass probation?

Overview

Keywords and expressions:

probationary period/ assessment/ caution/ dismiss

We want you to know that...

Let us caution you that...

You are expected to...

Thanks for the heads up.

Thanks for letting me know.

Thanks for the warning / information / update.

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