

A photograph of a business team huddle with hands stacked in the center. The team includes people of different ethnicities, some wearing watches. The image is partially covered by a yellow and blue geometric overlay.

# **NEW BUSINESS ENGLISH 5**

## **Lesson 19**

### **Promotions and Transfers**



# LEARNING GOALS

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- ◆ Giving Good News and Praises
- ◆ Showing Gratitude and Assurance





# What would you say?

**Scenario:** Imagine your boss is informing you about your promotion. How would you react to the news?



You did an excellent job throughout the year. I am happy to announce your promotion.

## Situational Dialogue

- ▶ Ms. Chen praises Kenzo for his exemplary performance.



Kenzo Hara





Kenzo, you did an excellent job last year and I have continued to be impressed by your role mastery and work ethic. You have excellent performance.

Thank you, Ms. Chen.  
It's nice to be appreciated!







I want to be the first to congratulate you on your hard-earned promotion to senior account executive. Congratulations, Kenzo.

Wow! I'm honored to get promoted.





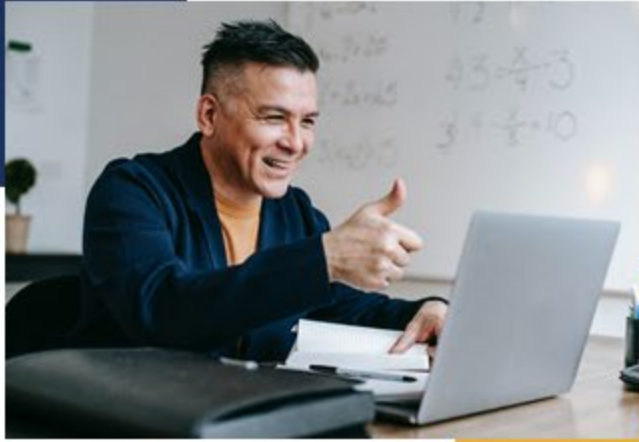
You've only been here for a year,  
but you hit the ground running,  
Keep up the good work!

Rest assured that I will  
continue to work hard in  
my new role.



# Key Vocabulary

Learn the new words and answer the questions.



## impressed

*(adj.) feeling or showing admiration for someone or something*

e.g. He was **impressed** with the result of the sales and revenue report.



## work ethic

*(n.) an attitude of determination and dedication towards one's job*

e.g. His strong **work ethic** and commitment are impressive.



## hard-earned

*(adj.) having taken a great deal of effort to earn or acquire*

e.g. He received his **hard-earned** award of excellence.



## Dialogue Review

Have a role play and answer the questions.



*Ms. Chen praises Kenzo for his exemplary performance.*

**Ms. Chen:** Kenzo, you did an excellent job last year and I have continued to be **impressed** by your role mastery and **work ethic**. You have excellent performance.

**Kenzo:** Thank you, Ms. Chen. It's nice to be appreciated!

**Ms. Chen:** I want to be the first to congratulate you on your **hard-earned** promotion to senior account executive. Congratulations, Kenzo.

**Kenzo:** Wow! I'm honored to get promoted.

**Ms. Chen:** You've only been here a year, but you hit the ground running. Keep up the good work!

**Kenzo:** Rest assured that I will continue to work hard in my new role.

# Learning Goals

Let's check the learning goal!




*Ms. Chen praises Kenzo for his exemplary performance.*

**Ms. Chen:** Kenzo, **you did an excellent job last year and I have continued to be impressed by your role mastery and work ethic. You have excellent performance.**  **1. Giving Good News and Praises**

**Kenzo:** Thank you, Ms. Chen. It's nice to be appreciated!

**Ms. Chen:** **I want to be the first to congratulate you on your hard-earned promotion** to Senior Account Executive. Congratulations, Kenzo.

**Kenzo:** Wow! **I'm honored to get promoted.**

**Ms. Chen:** You've only been here a year, but you hit the ground running. Keep up the good work!  **2. Showing Gratitude and Assurance**

**Kenzo:** **Rest assured that I will continue to work hard in my new role.**

# Learning Goals

Learn the key expressions and sentence structures.

## ⋮ Giving Good News and Praises

- You did an excellent job...
- You have an excellent performance...
- I am happy to see how you have developed...
- I want to be the first to congratulate you on your...

Example sentence:

- You had an excellent performance throughout the last quarters.
- You did an excellent job last year. Congratulations on your promotion!
- I am happy to see how you have developed in the past years of working here.

### How to Give a Powerful Compliment

- Be authentic.
- Be specific.
- Focus on the process, not the result.



*How do you usually give good news and praises to someone?*



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Showing Gratitude and Assurance

- I am honored to have received this promotion.
- I will give my absolute best to exceed your expectations.
- I fully appreciate that I have been given this great opportunity.
- Rest assured that I will continue to work hard in my new role.
- I assure you that I will work harder than ever before to meet this department's goals.

### Tips in Showing Gratitude and Assurance

1. Say “thank you”
2. Assure to:
  - do more
  - attain excellence
  - execute all-out service



*How would you express gratitude and assurance if you were promoted?*

# Semi-open Dialogue

Have a role play.

**Scenario:** You are informed by your boss that you are promoted to senior manager in your department. Express your gratitude and give assurance that you will do your best in your new role.



∴ You can refer to the following key expressions:

- I am honored ...
- I fully appreciate that ...
- Rest assured that ...
- I assure you that ...

Learn some factors for employee evaluation and promotion.

### ∴ Factors Employers Evaluate for Employee Promotion



*What other factors can you think of for employee evaluation and promotion?*



# Overview

## Keywords and expressions:

impressed/ work ethic/ hard-earned

I am happy to see how you have developed...

I want to be the first to congratulate you on your...

I am honored to have received this promotion.

Rest assured that I will continue to work hard in my new role.

*Made by Leras  
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