

A background image showing a top-down view of several people's hands stacked together in a circle on a wooden conference table. The hands are of various skin tones, representing diversity. Some people are wearing watches. The image is partially covered by a large yellow and blue geometric overlay.

NEW BUSINESS ENGLISH 5

Lesson 3

Talking About Weaknesses



LEARNING GOALS

- ◆ Discussing Weaknesses
- ◆ Working on Self-Improvement



What would you say?

Scenario: You are in the middle of a job interview. One of the interviewers is asking the following interview question.



**What do you think is
your greatest weakness?**

Situational Dialogue


- ▶ Robert Phillips talks about his weaknesses with Bruce Fisher.



Bruce Fisher



Robert Phillips



What would you say your greatest weakness is?

My greatest weakness is that I sometimes have trouble saying “no” to extra workload from my peers.





How are you affected by it?

It has led me to feel burnt out sometimes. And I end up dealing with more things than I can handle.





What did you do to improve it?

I spoke to my manager and she gave me some great counsel on solving this concern. She made me realize that saying “no” is not always impolite.



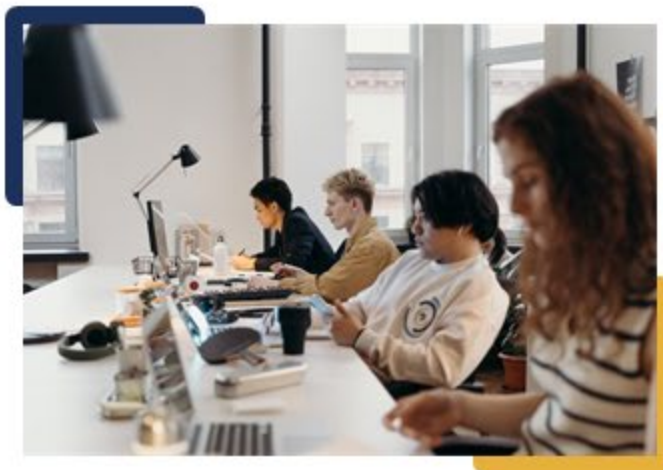


Instead, if I really have no spare time, it's a better choice to be frank and refuse some requests.



Key Vocabulary

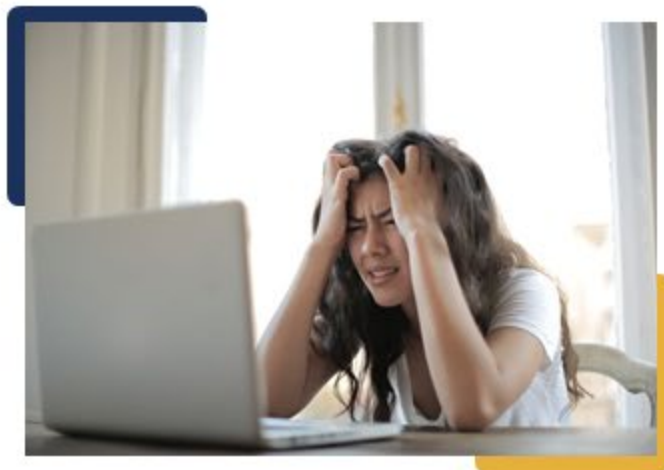
Learn the new words and answer the questions.



peer

(n.) a person of a similar age, position, abilities, etc. as others in a group

e.g. Whenever I encounter some difficulties, I usually ask my **peers** to help me.



burnt out

(adj.) ill or very tired from working too hard

e.g. I usually go on vacation whenever I feel **burnt out** at work.



counsel

(n.) an opinion given especially on social or personal problems

e.g. My manager gives **counsel** to some stressed employees.

Dialogue Review

Have a role play and answer the questions.



Robert Phillips talks about his weaknesses with Bruce Fisher.

Bruce: What would you say your greatest weakness is?

Robert: My greatest weakness is that I sometimes have trouble saying “no” to extra workload from my **peers**.

Bruce: How are you affected by it?

Robert: It has led me to feel **burnt out** sometimes.
And I end up dealing with more things than I can handle.

Bruce: What did you do to improve it?

Robert: I spoke to my manager and she gave me some great **counsel** on solving this concern. She made me realize that saying “no” is not always impolite. Instead, if I really have no spare time, it’s a better choice to be frank and refuse some requests.

Learning Goals

Let's check the learning goal!



Robert Phillips talks about his weaknesses with Bruce Fisher.

Bruce: What would you say your greatest weakness is?

Robert: **My greatest weakness is that I sometimes have trouble saying “no” to extra workload from my peers.**

Bruce: How are you affected by it?



1. Talking About Your Greatest Weakness

Robert: It has led me to feel burnt out sometimes.

And I end up dealing with more things than I can handle.

Bruce: What did you do to improve it?

Robert: **I spoke to my manager and she gave me some great counsel on solving this concern. She made me realize that saying “no” is not always impolite. Instead, if I really have no spare time, it's a better choice to be frank and refuse some requests.**



2. Working on Self-Improvement

Learning Goals

Learn the key expressions and sentence structures.

∴ Discussing Weaknesses

- My greatest weakness is that + **(non-essential skill)**.
- I've been told that + **(non-essential skill)**.
- I am always working on improving my + **(non-essential skill)**.

Sample Answers:

- My greatest weakness is that I sometimes have **trouble saying “no” to extra workload** from my peers.
- I've been told by my previous coworkers that I can sometimes be **too direct** when giving them feedback on projects.
- During the past year, I've become **too critical of myself**.

Non-essential Skills

are job functions that do not interfere with the main duties of the job.

Ex.

- too direct
- taking too many projects
- multi-tasking too much
- too much focus on details
- self-criticism

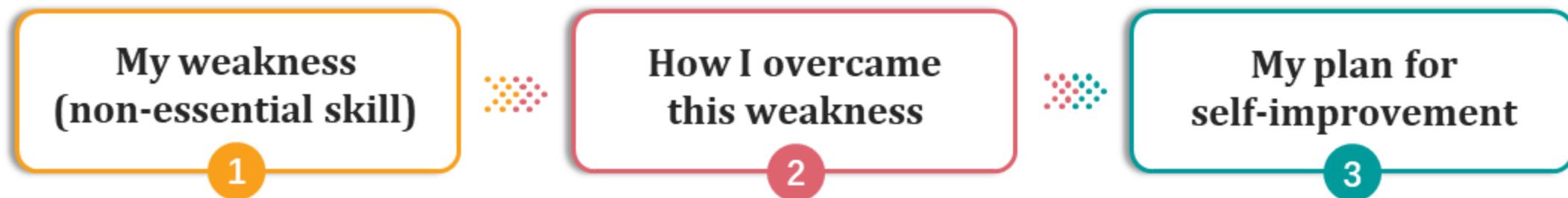


Why is it necessary to overcome our weaknesses?

Learning Goals

Learn the key expressions and sentence structures.

∴ Talking About Working on Self-Improvement



Example Answer:

- (1) Previously, I have found it difficult to work with **aggressive personality types**.
- (2) I have **researched to understand** diversity in personalities to overcome this weakness.
- (3) **In the future**, I will try to **spend more time with colleagues** I feel uncomfortable working with.



How can you overcome your weaknesses?

Semi-open Dialogue

Have a role play.

Scenario: Talk about your weakness and what you did to overcome it.

Share your action plans to overcome your weakness.



∴ You can refer to the following steps:

- **Discuss your non-essential skill** - My greatest weakness is that...
- **Explain how you overcame your weakness** - I tried to...
- **Mention your plan for further action** - For me to improve, I am going to...

Learn a technique used when preparing for an interview.

..: Personal SWOT Analysis

SWOT Analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. It can also be used by an individual in pursuit of their own career goals.



How do you pursue your career goals?

Overview

Keywords and expressions:

peer/ burnt out/ counsel

My greatest weakness is that + (non-essential skill)

I've been told that + (non-essential skill)

I am always working on improving my + (non-essential skill)

For me to improve, I am going to...

In the future, I will...

