

language and familiar words.

- a. The writer tried to obfuscate the issue with extraneous and superfluous data.
- b. To expedite ratification of the agreement, we beseech you to vote in the affirmative.
- c. Although the remuneration seems low, it is commensurate with other pay packages.
- d. Bank tellers were interrogated after the robbery, but no strong evidence materialized.
- e. Researchers dialogued with individual students on campus, but subsequent group interviews proved fruitless.

4.6 Precise, Vigorous Words (L.O. 4)

YOUR TASK From the choices in parentheses, select the most precise, vigorous words.

- a. If you find yourself (*having, doing, juggling*) many tasks, look for ways to reduce your involvement.
- b. Rana's outstanding report contains (*a lot of, many, a warehouse of*) helpful data.
- c. If necessary, we will (*review, change, reduce*) overtime hours to (*fix, balance, rework*) the budget.
- d. The operations manager demanded a (*substantial, 20 percent, big*) reduction in staff travel expenditures.
- e. In the courtroom the attorney (*said, alleged, thought*) that the car was stolen.

a performance evaluation. This did not have to happen. Look, people, you must do better!

Because none of you are dense, here are suggestions you must share with all supervisors and managers regarding companywide evaluations:

- You cannot accurately evaluate an employee's performance unless you have a system to measure that performance. That's why the obvious very first step is developing performance standards and goals for each employee. To be effective, these standards and goals must be shared with the employee. However, don't do it orally. Do it in writing.
- The performance of each employee must be monitored throughout the year. Keep a log for each worker. Note memorable incidents or projects in which he was involved. But don't just keep favorable comments. I know that many of you are understandably averse to placing negative comments in an employee's file. However, MAN UP! Even negative comments must be included as part of the evaluation process.
- Once a year each employee must be formally evaluated in a written performance appraisal—yes, I do mean written! In a face-to-face meeting, let the employee know what you think they did well and what areas the employee may be able to improve. Be specific, give deadlines, be honest, and be realistic.

Giving evaluations can be difficult. With careful preparation, however, the process can be smooth and safe. Don't